

# CERTIFICATES

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## Course Certificate

A course certificate verifying the satisfactory completion of a course will be issued upon request to any student who completes a course with a grade of "C" (2.0) or better. A student who desires such a certificate should submit an application to the instructor during the last four weeks of the semester.

## Certificate of Proficiency

Certificates of Proficiency are designed for the student who needs to be prepared to enter an entry-level job. Approved Certificate of Proficiency programs have less than 16 units. Certificates of Proficiency may be established without review and approval by the Chancellor's Office after approval by the college curriculum committee and the College District governing board. When all requirements are completed with a "C" minimum grade (2.0) or in-progress, students submit an online petition for Certificate of Proficiency form to the Evaluations Office. Petitions are available on the Evaluations Office webpage. Transfer coursework of "C-" does not fulfill the minimum grade requirement. These certificates will not be listed on a student's transcript.

## Certificate of Completion and Certificates of Competency

Certificates of Completion and Certificates of Competency are approved noncredit certificates. For more information: Continuing Education Website (<https://www.swccd.edu/programs-and-academics/continuing-education/>).

## Graduation Certification

Students must complete a "Petition for Graduation" in order to be evaluated and certified for graduation. They must meet the requirements to complete an associate degree or certificate to receive a diploma. Students may opt-in to automatically be evaluated and certified for graduation in programs that offer auto-awarding of degrees and certificates.