

## Certificates of Achievement Board Policy Review

This review examines the Certificates of Achievement Board policies of San Bernardino, Santa Clarita, Gavilan, Merced, and Monterey Peninsula community college districts. All of the reviewed districts save Santa Clarita Community College District have existing Board policies on certificates of achievement.

The Community College League of California has recommended policy for graduation requirements for degrees and certificates of achievement. All districts but Monterey Peninsula College list certificates of achievement with their Graduation Requirements for Degrees and Certificates board policies. MPC lists their policy as Degrees and Certificates Offered. San Bernardino, Gavilan, and Merced districts note a Degrees and Certificates board policy along with an accompanying administrative policy.

San Bernardino CCD adopted their policy in 2004 and has been amended in 2009. Both Gavilan and Merced college districts adopted their policies in 2002. Gavilan has updated their board policy in 2008. The language in the three policies is almost exactly the same as the recommended CCLC of Board policy.

Each has related administrative procedures which, in the case of Gavilan and Merced colleges, note the detail of graduation requirements for associate degrees and certificates of achievement. Gavilan College's procedure is the longest, exceeding one page. It clearly lists the procedure for graduation, graduation eligibility, earning additional associates degrees, and obtaining a certificate of achievement. Merced College's administrative procedure is briefer, with individual statements covering eligibility for both associates degree and certificate of completion. MPC's Board policy includes both policy as well as administrative process.

Hartnell College has a Certificate of Achievement Board Policy originally adopted in 1967 which has been revised and renumbered in 1985, 1995, and 1998. The policy notes the number of units, being less than an Associate Degree and involving an occupational/vocational proficiency. It also notes the role of the Curriculum Committee and the publishing of procedures and requirements in the college catalog.

### Recommendation

In reviewing the research data, San Bernardino, Gavilan, Merced, and MPC college districts have individual policies which cover both associates degrees and certificate of achievement programs. All of these Board policies have been adopted by their respective policies in the past seven years. MPC's Board policy is dated 1988, with a revision and re-adoption in 2005.

These policies are far more encompassing and address the associate's degree graduation standards, which aren't addressed in Instructional and Educational Programs in Hartnell Board Policy. Gavilan College's Board policy, with its attendant administrative procedures, appears to be the most specific. If we are not going to adopt procedures, the Gavilan Board Policy on Certificates of Achievement would be most current and contemporary with the other policies in comparison.