



**Cochise College
Administrative Policy**

**Category: Instruction
Policy Number: 3012
Title: Certificate Requirements**

A Certificate of Achievement may be awarded to participants who have completed individual non-credit courses, workshops and seminars.

A Certificate of Completion shall be awarded to students who complete a specified credit program.

**Procedure 3012.1
Certificate of Achievement**

A Certificate of Achievement may be awarded to participants having completed individual non-credit courses, workshops and seminars. This certificate may not be awarded for completion of individual credit courses except for those conducted under the contract management programs.

1. Upon completion of the course, workshop, or seminar, the director of the program will submit a Certificate of Achievement for each participant to the vice president for instruction/provost for approval and signature.
2. The director is responsible for completing the certificates, obtaining appropriate signatures and distributing the certificates to eligible students.
3. All certificates will be official Cochise College Certificates of Achievement bearing space for:
 - a. Qualifying person's name
 - b. Course, workshop, or seminar completed
 - c. Date of completion
 - d. Hours of work or study completed
 - e. Appropriate signature lines
4. Only one Certificate of Achievement form is authorized by Cochise College, and forms are available only through the College's print shop.
5. Each Certificate of Achievement will bear the signatures of the workshop, seminar or course director, and the vice president for instruction/provost.
6. Certificate of Achievement may be awarded only with official sanction of the vice president for instruction/provost.

**Procedure 3012.2
Certificate of Completion**

The Certificate of Completion is awarded to students who complete a certificate program outlined in the Cochise College catalog. All course work required in a Certificate of Completion program must receive a grade of "C" or better.



A minimum of 25% of the credits must be taken in residency from Cochise College for each Certificate of Completion granted.

The student must complete an Application for Certificate of Completion form. This form is found online as part of the graduation application for associate degrees, certificates of completion and AGECE completion.

1. Student services personnel will certify that all program requirements have been met and will prepare an official certificate of completion.
2. All certificates will be official Cochise College Certificates of Completion bearing space for:
 - a. Qualifying person's name
 - b. Title of certificate program
 - c. Date of completion
 - d. Appropriate signature lines
 - e. Official Cochise College seal
3. Only one Certificate of Completion form is authorized by Cochise College and forms are available only through the College's print shop. Each certificate of completion will bear the signatures of the vice president for instruction/provost and president.

Procedure 3012.3 AGECE Certification

The Arizona General Education Curriculum certification (AGECE) is awarded to students who complete one of the three Arizona General Education Curriculum blocks described in the Cochise College Catalog.

A minimum number of credits must be taken in residency from Cochise College, as stated in policy 3013.3.

1. The student must complete an application for AGECE certification form. -This form is found online as part of the graduation application for associate degrees, certificates of completion and AGECE completion.
2. Student services personnel will certify that all AGECE requirements have been met and will post to student's official transcript.
3. A student can earn multiple AGECE certificates if the requirements are met from another block of the Arizona General Education Curriculum certifications.