

# CERTIFICATES

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## Certificate Graduation Requirements

A Certificate is awarded upon completion of the required coursework with a grade of C or higher in each course. A grade of P (Pass) is acceptable, however, the student must meet an overall GPA requirement of 2.0 to receive the certificate. To receive the certificate, a student must file a petition for graduation during their final semester prior to the application deadline as noted on the Coastline Graduation webpage (<https://www.coastline.edu/student-life/graduation.php>).

## Certificate of Achievement

Certificate programs are designed to prepare individuals to enter a particular field of employment or to provide in-service training to those already employed. Certificates of Achievements are programs that include 8 units or more and will be posted on the transcript. They may be used as elective units towards the A.A. or A.S. Degree.

- Student must be in attendance at the time requirements are completed.
- Students must also earn a minimum of 12 units of coursework at Coastline, excluding experiential credit.
- A student with prior experience may be excused from certain certificate courses. Please contact the program's department office for details on how to request a course be excused.
- 50 percent of the certificate program's units must be completed at Coastline no matter how the total number of units required for the certificate can be met.

## Certificate of Specialization

The Certificate of Specialization is a locally approved career program that requires fewer than 16 units and is designed to prepare the graduate to enter a particular field of employment. They are not approved by the State, there is no acknowledgment of completion given at graduation, and it is not recorded on a transcript.

- 50 percent of the certificate program's units must be completed at Coastline.

## Certificate of Competency

This award confirms that a student enrolled in a noncredit program has demonstrated achievement in a set of competencies that prepares students to progress in a career path or to undertake degree-applicable and non-degree applicable credit courses.

## Certificate of Completion

This award confirms that a student has completed a noncredit program that prepares students to progress in a career path or to take degree-applicable courses.