

**AWARDS ISSUED BY THE
CONTRA COSTA COMMUNITY COLLEGE DISTRICT**

GENERAL PROCEDURES AND REGULATIONS

1. Attendance Requirements:

To qualify for a Certificate of Achievement a student shall complete at least 25% of the required units at the college where the certificate is awarded.

2. Procedures for Making Request for Addition to the List of Courses and Programs Eligible for the Granting of Certificates of Achievement:

Persons responsible for occupational-vocational curricula shall submit requests for additions to the approved list of majors eligible for Certificates of Achievement to the Curriculum/Instruction Committee for recommendation to the President.

Upon favorable action of the President, the major will be added to the official approved list of majors eligible for Certificates of Achievement.

3. The Governing Board awards and confers degrees and certificates. Adequate records shall be maintained indicating the degrees and certificates that have been awarded and conferred.