

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 district governing board. Certificates of Proficiency are not awarded automatically and it is the responsibility of the student to ensure satisfactory completion of the certificate requirements. When all requirements are completed with a "C" minimum grade or in-progress, students should submit an online petition for Certificate of Proficiency to the Evaluations Office at www.swccd.edu/evaluations (<http://www.swccd.edu/evaluations/>). Transfer coursework of C- does not fulfill the minimum grade requirement. These certificates will not be listed on a student's transcript. Certificates of Proficiency are not announced at the Southwestern College commencement ceremony.