

Students and Student Services

Administrative Rules and Procedures

5243 Special Certification for Coursework Completed

1. A form suitable for framing, entitled "Special Certification for Coursework Completed," shall be used.
2. The Division Dean (or other appropriate manager) is to obtain approval from the appropriate dean when a special certification is requested. The dean shall give written authorization indicating program, semester, course and section. The admissions and records office shall be advised of this action and shall retain this information for use when final grades have been submitted.
3. The Division Dean (or other appropriate manager) shall be responsible for obtaining the names of students from the instructor and for having the special certification forms prepared and returned to the instructor(s) for presentation to the students at the last class session, if possible. The presentation shall be made only to those students who successfully complete the course. The office of admissions and records shall be provided a list of names of the students for whom certificates were issued. The Division Dean shall advise students that further validation of their coursework may be obtained by requesting transcripts from the office of admissions and records.
4. When the grades are submitted to the Admissions and Records Office at the end of the session, a check shall be made to determine that all students for whom certifications were issued had completed the required coursework. Certificates prepared but not issued shall be turned in with the grade report and shall be returned by the office of Admissions and Records to the Division Dean (or other appropriate manager).
5. For those students in the class that request special certification, a rubber stamp indication shall be affixed to the official grade report validating that special certification was provided upon completing the course.