



**TO:** Chief Executive Officers  
Chief Instructional Officers  
Chief Business Officers

**FROM:** Alice Perez,  
Vice Chancellor, Educational Services & Support

**RE:** Requirement Changes to Certificates of Achievements

---

This memorandum is a formal notification that the California Community College Chancellor's Office has revised the unit threshold that classify specific certificates as Certificate of Achievement (title 5 §55070). The purpose of the revision is to assist students in obtaining financial aid assistance. The unit thresholds for a Certificate of Achievement has been lowered to be consistent with guidelines set forth in federal financial aid standards, as well as permit colleges to transcript lower unit Certificates of Achievement. As a result, Certificate of Achievements are now defined with the following unit thresholds:

1. 16 or more semester units (24 or more quarter units): Accordingly, all certificates that are now 16 or more semester units (24 or more quarter units) must be submitted to the Chancellor's office for approval/chaptering. If colleges currently have certificates from 16 to less than 18 semester units (24 to less than 27 quarter units) that have not been approved/chaptered by the CO, those certificates must now be submitted into the Chancellor's Office Curriculum Inventory (COCI) system in order to go through the approval process.
  - a. Colleges are now able to submit the lower new unit certificates, 16 or more as Certificates of Achievement; however, the dropped down menu in COCI currently states 'Certificate', not Certificate of Achievement. The Tech Center is addressing the problem and the goal is to have the issue corrected by March 15, 2019. Once the update has been made in COCI, it will auto repopulate the fields to read Certificate of Achievements. For colleges that are entering a new Certificates of Achievement and not an update please be aware that the 'Approval Letter' will be incorrect and will have to be reprinted once the update has been made in COCI.
2. 8 to less than 16 units (12 to less than 24 quarter units): These lower unit certificates may be submitted for CO approval/chaptering if colleges wish to do so. Certificates that have not been approved/chaptered by the CO may not be listed on student transcripts.

If you have questions, please contact Dean Raul Arambula via email at [raramubula@cccoco.edu](mailto:raramubula@cccoco.edu).

cc: Raul Arambula, Dean, Curriculum and Intersegmental Support