

Policy for Adding or Removing Certificates of Completion from the Catalog

Certificates of Completion, upon approval by CAPAC, will be added to the Catalog.

The Vice President of Instruction can approve the discontinuance or reinstatement of same Certificate of Completion upon consultation with the Dean and faculty. With discontinuance, a plan must be established for students to complete the Certificate of Completion. The college may require substitutions for required courses that have been discontinued. It is the responsibility of the Dean to waive or substitute a course. Please note the Catalog Rights Policy requires a student to complete the program in nine consecutive terms, including summer sessions. Revised programs will be reviewed and approved at CAPAC prior to reinstatement.

The Vice President of Instruction's Office will maintain a list of all Certificates of Completion including the date of CAPAC approval, the date of removal from the catalog, and the date of reinstatement.

The revised Certificate of Completion list will be presented annually to CAPAC to coincide with catalog production.