

**COMMUNITY COLLEGE OF VERMONT**  
**CERTIFICATE COMPLETION REQUIREMENTS POLICY**

*See also:*  
*Admissions policy*  
*Enrollment policy*  
*Basic Skills policy*

**January 17, 2013**  
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**POLICY**

Students who wish to complete a certificate at the Community College of Vermont must meet the following minimum requirements prior to the award of the certificate.

**PROCEDURES**

1. General Requirements
  - a. Academic:
    - i. Students must be enrolled at CCV in the desired certificate program. Students are encouraged to declare the certificate program prior to completing the program requirements.
    - ii. Students must complete the total number of credits for the program. Previously earned credits (transfer or CCV) may be used to complete program requirements if accepted by the registrar, but at least nine credits in the program must be in new CCV courses – that is, courses not taken in completion of a prior degree or certificate.
    - iii. Credits earned from prior experiential or non-collegiate sponsored learning may be used to complete program requirements but are limited to 25 percent of the total credits for certificates that require 30 or fewer credits.
    - iv. Students must have satisfactory completion of all learning requirements as set forth in the applicable yearly catalog for the student’s declared program. All required courses must be completed with a grade of C- or better. The student must have a minimum 2.0 cumulative GPA.
    - v. All requests for exceptions or waivers to any degree requirements must be approved by the academic dean or a designee and must be submitted with all necessary documentation to the registrar prior to the start of the term in which the student intends to complete the program.
    - vi. All credits earned in basic skills studies are in addition to the credit requirements for the certificate.

b. Administrative:

- i. Students must satisfactorily fulfill all financial obligations to the college.
- ii. All student information required by the college must be accurate, complete, and on file with the registrar's office.
- iii. All students should submit an application for the awarding of the certificate upon entering the final semester of study in the certificate program.
- iv. The registrar, after reviewing the academic records of the certificate candidate, will verify that the student has satisfactorily completed the program requirements and will issue the certificate.