

Certificate Programs

Allan Hancock College offers three types of certificate programs: Certificate of Achievement, Certificate of Accomplishment, and Certificate of Completion (noncredit). A Certificate of Achievement has been approved by the state and will be posted on the student's transcript. A Certificate of Accomplishment will be posted on to the student's permanent record, but not on the student's transcript. Certificate programs include only those courses that have a direct bearing upon specialized occupational competencies. For this reason there is no general education requirement in a certificate program.

Application Procedures

Hancock may automatically issue certificates of achievement and certificates of accomplishment to students who fulfill requirements. Until such time, please adhere to the following instructions:

1. Students must file an application in order to receive a Certificate of Accomplishment or Certificate of Completion (noncredit). Applications are obtained on the Admissions and Records public website. Students may check with a Hancock counselor to determine if they are on the auto-award list for a Certificate of Achievement or Accomplishment.
2. Students who have only attended Hancock may submit the application to the Admissions and Records office.
3. Students who have attended another college or university must meet with a counselor to complete the certificate application.
4. All required courses must have been completed by the end of the semester in which the student applies for a certificate.
5. A grade of C or better is necessary in all required courses.
6. Official copies of all transcripts from other colleges attended must be on file in the Hancock Admissions and Records office before an application for a certificate may be submitted.
7. Certificates are mailed within three months of the end date of the semester in which the certificate was earned.

Students who do not satisfy the requirements for the certificate for which they have applied must submit a new application during a later filing period.

Students who have questions regarding certificate requirements may contact the Counseling department at 805-922-6966 ext. 3293 or by email at: counseling@hancockcollege.edu.

Students who have not received their certificate, as outline in step nine above, may contact the Admissions and Records office at 805-922-6966 ext. 3278 or 3513 or by email at certificates@hancockcollege.edu.