



## **Institutional Requirements for Certificates of Achievement and Certificates of Completion**

Certificates of Achievement and Certificates of Completion are a designated course or groups of designated courses. To receive a Certificate of Achievement or Certificate of Completion from Lansing Community College, a student must meet the following institutional graduation requirements:

1. Complete a program of study approved by the College and consisting of a minimum of 30 semester credits for a Certificate of Achievement and fewer than 30 semester credits for a Certificate of Completion with no more than 10 percent of these credits acquired on the pass/fail (P-Z) grading system. (See [Degree and Certificate Program Pathways webpage](#)).
2. Maintain a grade point average of 2.0 or above in all courses required for the certificate.
3. Satisfy any specific requirements on the pathway. These may include, but are not limited to, maintaining a cumulative grade point average in all courses taken at Lansing Community College, higher grade point minimums in specific courses, selective admissions, or other departmental requirements.
4. Earn toward the curriculum at least one-fourth of the semester credits for the certificate directly from Lansing Community College (except for approved consortial programs taught primarily by partner schools). Credits earned through comprehensive exams will not be counted toward this requirement.
5. Satisfy all general and specific requirements of Lansing Community College.
6. No additional certificate will be granted in the same curriculum in which a previous certificate was earned.
7. The following CANNOT be used for certificate requirements:
  - a) courses numbered below 100
  - b) courses in Mathematics or Statistics that are not listed on the Transfer Degrees (MTA) tab or Applied Degrees tab of LCC [General Education](#)
  - c) courses in English or Writing numbered below 118
  - d) courses in English as a Second Language
  - e) courses in Reading
  - f) courses in non-technical Vocabulary
  - g) courses in Academic Experience numbered other than 100 or 101
  - h) courses in Student Development numbered other than 101
8. Submit an application for graduation to the Registrar's Office the semester the program requirements are completed, on or before the deadline.

Note: Students may not follow curricular guides/pathways which are expired or whose catalog year predates their first semester of enrollment as shown on their LCC web transcript.