

Academic Affairs

**AP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND
CERTIFICATES**

References:

Education Code sections 66745 - 66749.9
Title 5 Section 55060 et seq.; 55270 et seq.; and 66749 et seq.

Associate Degrees

District policies and procedures regarding general education and degree requirements must be published in each college's catalog and must be filed with the California Community College Chancellor's Office.

The district grants the Associate Degree and Associate Degree for Transfer upon students who have met the following conditions:

1. Completion of a minimum of 60 semester units of degree-applicable lower division credit courses, including courses that apply to the major or area of emphasis. The major or area of emphasis may include courses in career technical fields. The 60 units may also include courses in composition, reading, and mathematics or quantitative reasoning not more than one level below transfer. Below transfer level course requirements must align with Education Code section 78213. Associate Degrees for Transfer can only include courses that are CSU transfer level.
2. Satisfactory completion of a minimum of 18 semester units of focused study in a major or interdisciplinary area of emphasis.
 - a. An "area of emphasis" is an interdisciplinary program of study encompassing a broad range of courses from multiple related academic disciplines, providing the student with an academic pathway broader than a specific major but more focused than general education.
 - b. A "major" is a focused program of study within a specific discipline, which may include some coursework outside the primary discipline. Programs designed to provide transfer preparation must be designed to meet specific lower-division requirements in comparable baccalaureate majors.
3. Satisfactory completion of each course counted toward the major or area of emphasis requirement with a grade of "C" or better, or "P."
4. Completion of a minimum of 21 semester units of general education in the following areas: (1A) English Composition, (1B) Oral Communication and Critical Thinking, (2) Mathematical Concepts and Quantitative Reasoning, (3) Arts and Humanities, (4) Social and Behavioral Sciences, (5) Natural Sciences, and (6) Ethnic Studies. The general education requirement can also be met by completing an approved

intersegmental lower-division general education pattern used for transfer to the University of California or the California State University.

- a. Students who have been awarded a bachelor's degree from an institution with accreditation from an Intersegmental Council of Academic Senates (ICAS) approved accreditor shall be deemed to have fulfilled the general education course requirements for an Associate Degree.
 - b. An Associate Degree for Transfer requires satisfactory completion of the 34 units of general education courses described in Cal-GETC Standards, Policies, and Procedures Manual (<https://icas-ca.org/standards-policies-and-procedures-manual/>). Additional Associate Degree for Transfer requirements are listed in Education Code 66749 et seq., in particular referenced in section 66749.8.
 - c. Exceptions may be made for students with catalog rights to previous transfer general education patterns.
5. Satisfactory completion of a minimum of 12 semester units of study in residence; exceptions to the residence requirement can be made by the Board when an injustice or undue hardship would result.
 6. Completion of the requirements for the associate degree with a minimum cumulative grade point average of 2.0 in degree-applicable courses. If units accumulated beyond those required for the degree lower a student's cumulative grade point average below 2.0, colleges may compute the grade point average based solely on those courses used to satisfy the degree requirements, provided that the coursework used to compute the grade point average fulfill all major/area of emphasis and general education requirements.

Students may receive credit for knowledge or skills acquired through a district's procedures for awarding credit for prior learning.

Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.

Students who intend to transfer shall be advised of limitations transfer institutions may place on the transferability of credits, based on institutional accreditation, course modality, and any other relevant factors.

Credit Certificates

Requirements for certificates as defined by the California Community College Chancellor's Office shall be listed in each college's catalog.

A college will confer Certificate of Achievement upon a student who successfully completes a prescribed course of study or curriculum typically consisting of 16 or more semester units of degree-applicable credit coursework. Pursuant to Title 5 section 55070, the Certificate of Achievement may also consist of 8 to less than 16 semester units of degree-applicable credit coursework. The Certificate of Achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

Shorter credit programs that lead to a certificate may be established by the district. Certificates for which California Community College Chancellor's Office approval is not sought may be given any name or designation deemed appropriate except for Certificate of Achievement, Certificate of Completion, or Certificate of Competency.

Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of the district, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.

Noncredit Certificates

For a noncredit Certificate of Completion, a student must successfully complete a noncredit educational program of noncredit courses that prepares the student to undertake degree-applicable or non-degree-applicable credit courses.

For a noncredit Certificate of Competency, a student enrolled in a noncredit educational program of noncredit courses must demonstrate achievement of a set of competencies that prepares the student to progress in a career path.

Transfer and Prior Learning Credit

Students who enroll in the district and wish to request transfer of academic credit for courses taken at other district-approved accredited colleges/universities are required to submit official transcripts.

Pursuant to Title 5 section 55050 and 55052, the district may count toward the satisfaction of requirements for an associate degree and certificate credit for prior learning and advanced placement examinations. Also see AP 4235 Credit for Prior Learning.

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