

Academic Affairs

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

**Reference:**

Title 5 Sections 55060 et seq.

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.

**Degrees**

For the Associate in Arts, Associate in Science, Associate in Arts for Transfer, or Associate in Science for Transfer degree, a student must demonstrate competence in reading, in written expression, and in mathematics. The student must satisfactorily complete at least 60 semester units of college work.

A definition of "college work" that provides that courses acceptable toward the associate degree include those that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.

The work must include at least 18 semester units in general education and at least 18 semester units in a major listed in the Community Colleges "Taxonomy of Programs."

The work must include at least 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.

The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality.

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

Ethnic studies courses must be offered.

**Certificates**

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

For a Certificate of Achievement, a student must successfully complete a course of study or curriculum that consists of 16 or more 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.

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.

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.

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

~~Also see AP 4102 titled Career/Technical Education Programs and BP/AP 4235 titled Credit by Examination~~

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**Approved:** February 18, 2014

*(This new procedure replaces current Administrative Rules and Procedures 5242 and 5243)*