

AR 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

NOTE: This administrative regulation is **legally required**. Local practice may be inserted. The regulation **must address at least the following information in red ink below:**

- For the Associate in Arts or Associate in Science degree, a student must demonstrate competence in reading, in written expression, and in mathematics. Associate Degree Transfer
- 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 or 18 quarter units of study in residence; exceptions to the residence requirement can be made by the Board of Trustees when an injustice or undue hardship would result. Include in regulation
- 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. Add to regulation, see Ed Code below
- Ethnic studies must be offered. Global Citizenship courses?
- District policies and regulations regarding general education and degree requirements must be published in the college catalog and must be filed with the California Community Colleges Chancellor’s Office.
- For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 18 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.

- *Shorter credit programs that lead to a certificate may be established by the District. Certificates of Completion?*
- *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.*
- *Certificates for which California Community Colleges 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.*

❖ From current SMC AR 4350 Graduation Requirements

Graduation Requirements

Petition for Graduation

A petition for graduation must be submitted for approval during the semester in which the student expects to complete the requirements for graduation. Filing dates and petitions for graduation are available on the Admissions and Records webpage. Per AR 4356, the College is authorized under Title 5 Section 55063 and 55072, to confer upon a student a degree or certificate of achievement without requiring the student to first petition for conferral. Students are cautioned that receipt of a degree may impact their eligibility to receive continued financial aid; however, students may appeal the loss of financial aid due to the receipt of the degree.

Students who complete the requirements during the winter session will graduate the following spring.

Students who will complete at most 8 units to meet the requirements for graduation in the summer, must petition by the prior Spring deadline to participate in the graduation ceremony.

Associate Degree

Graduation from Santa Monica College with an Associate Degree (Associate of Arts, Associate of Science, Associate in Arts for Transfer, or an Associate in Science for Transfer) requires successful completion of 60 applicable units with a "C" (2.0) or better GPA. Any course taken on a "pass-no pass" basis with a grade of "P" shall count toward the degree applicable units provided a "P" is equivalent to a "C" or better. Requirements include the following: (1) a minimum of 12 units in residency at Santa Monica College;

(2) relevant general education requirements (3) the major coursework or area of emphasis and (4) electives (if relevant).

Students pursuing an Associate of Arts or an Associate of Science degree must complete at least 50% of the units required in the major or area of emphasis at Santa Monica College. All major coursework must be completed with a “C” or better grade.

Per California Education Code, Section 66055.8, students admitted to the SMC registered nursing program who have previously earned a Bachelor’s degree or higher at a U.S. regionally accredited college or university are not required to complete SMC general education requirements. However, Baccalaureate and Post Baccalaureate courses may not meet the nursing program’s curriculum requirements. Students should consult a nursing counselor for further information.

Associates Degree for Transfer (ADT) to CSU

Students pursuing an Associate in Arts for Transfer or an Associate in Science for Transfer may complete the major coursework or area of emphasis and general education requirements at any U.S. regionally accredited college or university. There is no minimum unit requirement to be completed at Santa Monica College for the major or area of emphasis or general education, but a minimum of 12-units in residency must be completed at Santa Monica College. Students must also complete the California State University Certification Pattern (CSU GE) (including Area 1C) or Intersegmental General Education Transfer Curriculum (IGETC) pattern. All coursework in the area of emphasis must be completed with a “C” or better grade.

Baccalaureate Degree

Graduation from Santa Monica College with a Baccalaureate Degree requires successful completion of 120 degree-applicable units with a “C” (2.0) or better GPA. Any course taken on a “pass-no pass” basis with a grade of “P” shall count toward the degree applicable units provided a “P” is equivalent to a “C” or better. Requirements include the following: (1) General Education; (2) area of emphasis; and (3) electives (if relevant). At least 50% of the units required for the area of emphasis must be completed at Santa Monica College.

Certificate of Achievement

Per ARs 4354, 4354.1, and 4354.2, graduation from Santa Monica College with a Certificate of Achievement requires successful completion of the appropriate coursework in the major or area of emphasis with a “C” (2.0) or better GPA. At least 50% of the units required must be completed at Santa Monica College, or in the case of the Intersegmental General Education Transfer Curriculum (IGETC), or the California State University General Education Certification Pattern (CSU GE) at least 50% of the units must be completed at any combination of California Community College(s).

Credit Allowed

1. U.S. Regionally Accredited Colleges and Universities:

All degree-applicable coursework (including appropriate upper division, and graduate level coursework, and) that is completed at a regionally accredited college or university is allowed provided it meets or exceeds SMC graduation requirements. If a college is newly regionally accredited, coursework completed at that institution within the two years preceding its formal accreditation will be accepted in fulfillment of graduation requirements.

2. Conversion of Quarter Units to Semester Units

To convert quarter units to semester units, divide the total number of quarter units by 1.5.

3. Military Service Credit

a. Basic Service Credit: Service credit may be used in fulfillment of graduation requirements Separation papers (DD214) indicating dates of entrance and separation must be provided to the Admissions and Records Office to determine the number of units SMC will award. A maximum of 9 units may be awarded on the basis of service alone:

1. 5 units for basic training

2. Up to 4 units based on service time (1 unit for each six months of service time).

- 3 of these 9 units satisfy the Area E requirement for the California State University General Education Certification Pattern (CSU GE).

b. Educational Experiences in the Armed Forces: Credit may be awarded in fulfillment of graduation requirements for military courses and training received while in the Armed Services, provided a recommendation for college credit has been made and recorded in the American Council on Education's (ACE). Guide to the Evaluation of Educational Experience in the Armed Services. The appropriate Admissions and Records staff will determine the applicability of said courses toward general education, and toward the major or area of emphasis in consultation with the appropriate department chair. Courses deemed not applicable toward general education or the major or area of emphasis may be used as elective units.

Students must provide their DD 214 to receive Basic Service Credit and CSU GE area E credit. An official Joint Services Transcript or Air Force and Air National Guard (CCAF) Transcript is required for course specific credit. Students with

military records prior to 1974 should consult with Veterans Office or Admissions Office for credit options based on other military records.

4. Credit for Advanced Placement (AP) Exams

Students may receive credit for Advanced Placement (AP) exams as approved by the Curriculum Committee, published in the college catalog and noted in AR 4314. Course credit will not be granted where it duplicates previous college course work. Students must request that their official AP reports be sent directly from The College Board to the Admissions and Records Office. AP results may be evaluated by a counselor or an SMC Admissions Evaluator to determine applicability for specific requirements. Students must petition for credit directly to the Admissions and Records Office.

5. College Level Examination Program (CLEP)

Students may receive credit for College Level Examination Program (CLEP) exams as approved by the Curriculum Committee, published in the college catalog and noted in AR 4314. A maximum of 30 units of credit may be allowed for CLEP examinations. Course credit will not be granted where it duplicates previous college course work.

Students must request that their official CLEP score reports be sent directly from The College Board to the Admissions and Records Office. CLEP results may be evaluated by a counselor or an SMC Admissions Evaluator to determine applicability for specific requirements. Students must petition for credit directly to the Admissions and Records Office.

6. International Baccalaureate (IB) Exams

Students may receive credit for International Baccalaureate (IB) exams as approved by the Curriculum Committee, published in the college catalog and noted in AR 4314. Course credit will not be granted where it duplicates previous college course work.

Students must request that their official IB score reports be sent directly from The International Baccalaureate Organization to the Admissions and Records Office. IB results may be evaluated by a counselor or an SMC Admissions Evaluator to determine applicability for specific requirements. Students must petition for credit directly to the Admissions and Records Office.

7. Supporting Documents

Whenever units are allowed or requirements have been met by coursework other than that taken at Santa Monica College, supporting documents must be maintained

in the student's permanent file. Such documentation includes (but is not limited to): official transcripts, military service separation papers, foreign credit evaluations etc.

Credit Not Allowed

Coursework not acceptable in fulfillment of graduation requirements includes:

- Basic skills/developmental coursework as noted in the SMC catalog or as determined when evaluating non-SMC coursework.

Institutional Accreditation

As a general rule, only coursework from a regionally-accredited college or university may be used in fulfillment of a Santa Monica College degree or certificate.

Coursework from non-regionally accredited colleges or universities may be considered as prescribed below, and subject to approval from the Dean of Enrollment Services.

1. Credit from non-regionally accredited colleges and universities

- a. Before a record from a non-regionally accredited college or university is evaluated:
 - (1) The student must have earned at least 30 units at an accredited college or university of which 12 units must be in residence at Santa Monica College.
 - (2) The average GPA in those courses attempted must be at least a 2.0.
 - (3) The student must file the "Use of Non-Accredited Coursework Petition" with the Admissions and Records Office, indicating which coursework is to be evaluated.
 - (4) The Admissions and Records Office must have on file an official transcript of the coursework to be evaluated showing subjects, grades, and units.
- b. Courses completed with a "C" or better grade will be considered for credit. Any course taken on a "pass-no pass" basis with a grade of "P" shall count toward the degree applicable units provided a "P" is equivalent to a "C" or better. Grades and grade points will not be figured in the computation of the grade point average at SMC.
- c. The total credit awarded for non-regionally accredited coursework will be limited to 15 units, except as noted below:
 - (1) Religion or theology courses will not be accepted.

- (2) A registered nurse, who has a current California nursing license, may be granted 30 units of college credit from a non-regionally accredited college or university as prescribed below:
- (i) All other graduation requirements have been met; the student has successfully completed 30 units of regular college coursework; and the student has met the 12 units in residence requirement.
 - (ii) Credit given to the student for his or her previous registered nursing coursework will meet the major requirements.
 - (iii) Credit will be listed on the transcript by subject field and units allowed.
 - (iv) If coursework at the non-regionally accredited college or university appears to duplicate that completed at an accredited college or university, a reduction of credit will be made.
 - (v) Credit will not be granted for private, non-regionally accredited correspondence courses.
 - (vi) Records from colleges or universities that are not fully accredited will be reviewed by the Dean of Enrollment Services. Some may qualify on the same basis as fully accredited colleges and universities.
- d. Regardless of the number of units awarded for non-accredited coursework, students must complete at least 50% of the units required for the major or area of emphasis for the degree or certificate at Santa Monica College.

Official Transcripts and Test Score Reports

Official transcripts and test score reports from all relevant institutions/sources must be on file with the Admissions and Records Office at the time the graduation petition is submitted. Official transcripts/scores must be submitted to Santa Monica College directly by the source institution. Transcripts/test scores from students will not be accepted.

Reference: Education Code Sections 66746-66749, 70901, 78040-78043; Title 5 Section 55063, 55072, 55022, 55052, 55002, 55070, 55009, 40500, 40402, 40403, 55061, 56032-56044 and **55060 et seq.**

Revised: 4/29/2003, 7/22/08, 5/17/11, 12/3/13, 3/1/17

This was not in the AR but in Leagues template.

Term	Filing periods
SPRING	Start of Spring semester through April 30th
SUMMER	Start of Summer term through July 31st
FALL	Start of Fall semester through December 1st

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The Policy & Procedure Service provided legal updates to this regulation in August 2006, August 2007, and February 2008. The language in **black ink** is from current SMC AR 4111.5 **Submission of Official Transcripts and Test Scores** approved on December 11, 2001 and revised on December 9, 2015; **AR 4111.6 Transfer Credit from Foreign Institutions for a SMC Degree/Certificate** approved on April 29, 2003 and revised on December 3, 2013, in May 2014, and on February 7, 2016; **AR 4350 Graduation Requirements** approved on April 29, 2003 and revised on July 22, 2008; May 17, 2011; and December 3, 2013; **AR 4351 Catalog Rights** approved on June 11, 2002 and revised on June 7, 2011 and April 28, 2015; **AR 4352 Recognition of Academic Excellence** approved on May 4, 2004; **AR 4353 Adjustment of Graduation Requirement for Students with Disabilities** approved on May 2, 2006; **AR 4354 Career and Development Certificates of Completion** approved on December 12, 2006 and revised on November 2, 2010 and April 7, 2015; **AR 4354.1 IGETC Certificate of Achievement** approved on November 2, 2010; **AR 4354.2 CSUGE Certificate of Achievement** approved on November 2, 2010; **AR 4355 Graduation Proficiency Assessments** approved on November 14, 2006; **AR 4356 Number of Degrees and Certificates Awarded to a Students** approved on November 25, 2014; and **AR 5310 Graduation Requirements** with no date. The language in **blue ink** is included for consideration. The language in **yellow highlighting** (above in this regulation) is included to draw the reviewers' attention, and this language will be removed upon final approval.

Revised: July 22, 2008 (for AR 4350); November 2, 2010 (for AR 4354, AR 4354.1, and AR 4354.2); May 17, 2011 (for AR 4350); June 7, 2011 (for AR 4351); December 3, 2013 (for AR 4350); May 2014 (for AR 4111.6); April 7, 2015 (for AR 4354); April 28, 2015 (for AR 4351); December 9, 2015 (for AR 4111.5); February 7, 2016 (for AR 4111.6)

(Replaces SMC AR 4111.3, AR 4111.5, AR 4111.6, AR 4350, AR 4351, AR 4352, AR 4353, AR 4354, AR 4354.1, AR 4351.2, AR 4355, AR 4356, and AR 5130)

Legal Citations for AR 4100

§ 55060. District Policy.

The governing board of each community college district shall adopt policy consistent with the provisions of this article. The policy shall be published in the college catalog under appropriate headings, and filed with the Chancellor's Office as required by section 51004.

§ 55061. Philosophy and Criteria for Associate Degree and General Education.

(a) The governing board of a community college district shall adopt a policy which states its

specific philosophy on General Education. In developing this policy governing boards shall consider the following policy of the Board of Governors:

The awarding of an Associate Degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an Associate Degree, General Education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most importantly, General Education should lead to better self-understanding.

In establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major social problems.

(b) The governing board of a community college district shall also establish criteria to determine which courses may be used in implementing its philosophy on the associate degree and general education.

(c) The governing board of a community college district shall, on a regular basis, review the policy and criteria established pursuant to subdivisions (a) and (b) of this section.

§ 55062. Types of Courses Appropriate to the Associate Degree.

The criteria established by the governing board of a community college district to implement its philosophy on the associate degree shall permit only courses that conform to the standards specified in section 55002(a) and that fall into the following categories to be offered as degree-applicable credit courses:

(a) All lower division courses accepted toward the baccalaureate degree by the California State University or University of California or designed to be offered for transfer.

(b) Courses that apply to the major or area of emphasis in non-baccalaureate career technical fields.

(c) English composition courses not more than one level below the first transfer level composition course, typically known as Freshman Composition. Each student may count only one English composition course below transfer level for credit toward the associate degree. English as a Second Language (ESL) courses which teach composition skills are not considered to be English composition courses for purposes of this subdivision.

(d) All mathematics courses above and including Elementary Algebra.

(e) Credit courses in English and mathematics taught in or on behalf of other departments and which, as determined by the local governing board require entrance skills at a level equivalent to those necessary for the courses specified in subdivisions (c) and (d) above.

§ 55063. Minimum Requirements for the Associate Degree.

The governing board of a community college district shall confer the associate degree upon a student who has demonstrated competence in reading, in written expression, and in mathematics, and who has satisfactorily completed at least 60 semester units or 90 quarter units of degree-applicable credit course work (as defined in section 55002(a)) which falls into the categories described in section 55062. A college may also accept toward satisfaction of this requirement courses that were not completed at a California community college that would reasonably be expected to meet or exceed the standards of section 55002(a).

Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter, competence in written expression shall be demonstrated by obtaining a satisfactory grade in an English course at the level of the course typically known as Freshman Composition (either Freshman Composition or another English course at the same level and with the same rigor, approved locally) or by completing an assessment conducted pursuant to subchapter 6 of this chapter (commencing with section 55500) and achieving a score determined to be comparable to satisfactory completion of the specified English course. Satisfactory completion of an English course at the level of Freshman Composition shall satisfy both this competency requirement and the coursework requirement set forth in subdivision (b)(1)(D)(i) of this section.

Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter, competence in mathematics shall be demonstrated by obtaining a satisfactory grade in a mathematics course at the level of the course typically known as **Intermediate Algebra** (either Intermediate Algebra or another mathematics course at the same level, with the same rigor and with Elementary Algebra as a prerequisite, approved locally) or by completing an **assessment** conducted pursuant to subchapter 6 of this chapter (commencing with section 55500) and achieving a score determined to be comparable to satisfactory completion of the specified mathematics course. Satisfactory completion of a mathematics course at the level of Intermediate Algebra shall satisfy both this competency requirement and the coursework requirement set forth in subdivision (b)(1)(D)(ii) of this section.

The competency requirements for written expression and mathematics may also be met by obtaining a satisfactory grade in courses in English and mathematics taught in or on behalf of other departments and which, as determined by the local governing board, require entrance skills at a level equivalent to those necessary for Freshman Composition and Intermediate Algebra respectively. Requirements for demonstrating competency in reading shall be locally determined.

The required 60 semester or 90 quarter units of course work must be fulfilled in a curriculum accepted toward the degree by a college within the district (as shown in its catalog). It must include at least **18 semester** or 27 quarter units in **general education** and at least **18 semester** or 27 quarter units in a **major or area of emphasis** as prescribed in this section. Of the total required units, **at least 12 semester** or 18 quarter units must be completed **in residence** at the college granting the degree. **Exceptions to residence requirements for the associate degree may be made by the governing board when it determines that an injustice or undue hardship**

would be placed on the student.

(a) Requirements for a major or area of emphasis.

- (1) At least 18 semester or 27 quarter units of study must be taken in a single discipline or related disciplines, as listed in the community colleges "Taxonomy of Programs," or in an area of emphasis involving lower division coursework which prepares students for a field of study or for a specific major at the University of California or the California State University.
- (2) Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter, each course counted toward the unit requirement of this subdivision must be completed with a grade of **C or better or a "P"** if the course is taken on a "pass-no pass" basis.

(b) General Education Requirements.

(1) Students receiving an associate degree shall complete a minimum of 18 semester or 27 quarter units of general education coursework which includes a minimum of **three semester** or four quarter units **in each of the areas** specified in paragraphs (A), (B) and (C) and the same minimum in each part of paragraph (D). The remainder of the unit requirement is also to be selected from among these four divisions of learning or as determined by local option:

A) Natural Sciences. Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course shall be designed to help the student develop an appreciation and understanding of the scientific method, and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics and other scientific disciplines.

(B) Social and Behavioral Sciences. Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course shall be designed to develop an awareness of the method of inquiry used by the social and behavioral sciences. It shall be designed to stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology and related disciplines.

(C) Humanities. Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.

(D) Language and Rationality. Courses in language and rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses. Such courses include:

(i) English Composition. Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.

(ii) Communication and Analytical Thinking. Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.

(2) **Ethnic Studies** will be offered in at least one of the areas required by subdivision (1).

(c) **While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes.** A course may be used to satisfy both a general education requirement and a major or area of emphasis requirement. Whether it may be counted again for a different degree requirement is a matter for each college to determine. Students may use the same course to meet a general education requirement for the associate degree and to partially satisfy a general education requirement at the California State University, if such course is accepted by that system to satisfy a general education requirement.

(d) For the purpose of this section, "satisfactorily completed" means either credit earned on a "pass-no pass" basis or a grade point average of 2.0 or better in community college credit courses in the curriculum upon which the degree is based.

§ 55064. Acceptance of Noncredit Courses.

The governing board of each community college district shall establish procedures by which a student may petition to have completion of a noncredit course counted toward satisfaction of the requirements for an associate degree. The petition shall be granted if the instructor of the noncredit course certifies that the student has achieved competence in the subject matter at a level and with academic rigor equivalent to that required for a degree-applicable credit course.

§ 55070. Credit Certificates.

(a) Any sequence of courses consisting of 18 or more semester units or 27 or more quarter units of degree-applicable credit coursework shall constitute an educational program subject to approval by the Chancellor pursuant to section 55130. The college-awarded document confirming that a student has completed such a program shall be **known as a certificate of achievement and may not be given any other designation.** The award of a certificate of achievement is intended to represent more than an accumulation of units. Listing of the certificate of achievement on a student transcript symbolizes successful completion of patterns of learning experiences designed to develop certain capabilities that may be oriented to career or general education; provided however, that no sequence or grouping of courses may be approved as a certificate of achievement pursuant to this section if it consists solely of basic skills and/or ESL courses. For purposes of this subdivision, the term "general education" includes coursework taken to satisfy transfer patterns established by the University of California, the California State University, or accredited public postsecondary institutions in adjacent states which award the baccalaureate degree.

(b) **Shorter credit programs leading to a certificate may be established** without review and approval by the Chancellor after approval by the college curriculum committee and the district governing board. Such a certificate may be given any name or designation deemed appropriate by the district governing board, **except that such a certificate may not be referred to as a certificate of achievement, a certificate of completion, or a certificate of competency, unless**

approved by the Chancellor pursuant to subdivision (c). Such a certificate may not be listed on a student's transcript, unless approved by the Chancellor pursuant to subdivision (c).

(c) A district may submit any sequence of courses consisting of 12 or more semester units or 18 or more quarter units of degree-applicable credit coursework to the Chancellor and request that it be approved as a program leading to a certificate of achievement. The Chancellor may approve such a program if he or she determines that it satisfies the requirements of subdivision (a) despite requiring fewer than 18 semester or 27 quarter units of degree-applicable credit coursework.

(d) Content and assessment standards for certificates shall be defined by the local curriculum committee and comply with the requirements of this chapter. Such standards should also ensure that certificate programs will be consistent with the mission of the college, meet a demonstrated need, be feasible, and adhere to guidelines on academic integrity which may be developed by the Chancellor, the Academic Senate for California Community Colleges or other appropriate statewide bodies.

(e) A description of each approved program shall be included in the college catalog.

(f) The Chancellor shall develop forms and procedures for submission of applications for approval of a program leading to a certificate of achievement.

(g) Provisions of this section regarding the naming or designation of certificates shall become effective for the Fall 2008 term.

§ 55072. Award of Certificates.

The governing board, or its designee, shall award the appropriate certificate to any student who has completed the prescribed curriculum leading to that certificate as approved pursuant to section 55070.

§ 56032. Physical Disability.

Physical disability is defined as a limitation in locomotion or motor functions. These limitations are the result of specific impacts to the body's muscular-skeletal or nervous systems, and limit the student's ability to access the educational process.

§ 56034. Deaf and Hard of Hearing (DHH).

Deaf and Hard of Hearing (DHH) is defined as a total or partial loss of hearing function that limits the student's ability to access the educational process.

§ 56035. Blind and Low Vision.

Blindness and low vision is defined as a level of vision that limits the student's ability to access the educational process.

§ 56036. Learning Disability.

Learning disability (LD) is defined as a persistent condition of presumed neurological dysfunction which may exist with other disabling conditions. The dysfunction is not explained by lack of educational opportunity, lack of proficiency in the language of instruction, or other non-neurological factors, and this dysfunction limits the student's ability to access the educational process. To be categorized as a student with a learning disability, a student must meet the following criteria through psycho-educational assessment verified by a qualified specialist certified to assess learning disabilities:

- (a) Average to above-average intellectual ability; and
- (b) Statistically significant processing deficit(s); and/or
- (c) Statistically significant aptitude-achievement discrepancies.

§ 56037. Acquired Brain Injury (ABI).

Acquired Brain Injury (ABI) is defined as a deficit in brain functioning which results in a total or partial loss of cognitive, communicative, motor, psycho-social and/or sensory-perceptual abilities, and limits the student's ability to access the educational process.

§ 56038. Attention-Deficit Hyperactivity Disorder (ADHD).

Attention-Deficit Hyperactivity Disorder (ADHD) is defined as a neurodevelopmental disorder that is a persistent deficit in attention and/or hyperactive and impulsive behavior that limits the student's ability to access the educational process.

§ 56039. Intellectual Disability (ID).

Intellectual disability (ID) is defined as significant limitations both in intellectual functioning and in adaptive behavior that affect and limit the student's ability to access the educational process. An individual may have an intellectual disability when:

- (1) the person's functioning level is below average intellectual ability; and
- (2) the person has significant limitations in adaptive skill areas as expressed in conceptual, social, academic and practical skills in independent living and employment; and,
- (3) the disability originated before the age of 18.

§ 56040. Autism Spectrum.

Autism Spectrum disorders are defined as neurodevelopmental disorders described as persistent deficits which limit the student's ability to access the educational process. Symptoms must have been present in the early developmental period, and cause limitation in social, academic, occupational, or other important areas of current functioning.

§ 56042. Mental Health Disability.

(a) Mental Health disability is defined as a persistent psychological or psychiatric disability, or emotional or mental illness that limits the student's ability to access the educational process. For purposes of this subchapter, conditions that are not described and/or excluded in the American Psychiatric Association Diagnostic and Statistical Manual (DSM) or the Americans with Disabilities Act (ADA) are not covered in this category.

§ 56044. Other Health Conditions and Disabilities.

This category includes all students with disabilities, as defined in Section 56002, with other health conditions, and/or disabilities that affect a major life activity, which are otherwise not defined in Sections 56032-56042, but which limit the student's ability to access the educational process.