



Administrative Regulation
Chapter 4 – Academic Affairs

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. **Less than the 50% minimum to meet major or area of emphasis requirements may be authorized by the Department Chair.** 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, **Less than the 50% minimum to meet major or area of emphasis requirements may be authorized by the Department Chair.** ~~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); the unit minimum requirement does not apply.**

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. 5units 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. **Less than the 50% minimum to meet major or area of emphasis requirements may be authorized by the Department Chair.**

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, 78205, 70901, 78040-78043; Title 5, Section , , , 55063, 55072, 55022, 55052, 55002, 55062, 55070, 55009, 40500, 40402, 40403, 55061

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