

AR 4100.2 Graduation Requirements for Certificates and Certification of General Education (new AR#)

Certificate Requirements (language taken from AR 4100 Degree Req'ments)

District policies and regulations regarding the most recent certificate requirements must be published in the College catalog, College website, and schedule of classes.

The following guidelines define the conditions under which Santa Monica College will award certificates. Coursework acceptable toward the certificate 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. There shall be no limit on the number of certificates that may be awarded to a student per AR 4100.1. The college will recognize academic excellence as defined in AR 4100.3. A student may satisfy the requirements for the certificate by completing the requirements in effect at any time of their continuous enrollment per AR 4000.

Students should meet with a counselor to develop a Student Educational Plan (SEP) that best meets their goals and needs.

All major requirements are published in the College catalog and smc.edu/articulation webpage.

Students with external College coursework should meet with a counselor to determine applicability toward SMC certificates. Coursework completed at a regionally accredited institution (Foreign Institutions?) to meet major/area of emphasis must be evaluated by the appropriate Department Chair or designee. Exceptions shall be clearly stated on the college catalog and on "major sheets".

4) Certificates

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

To receive a certificate, a student is only required to complete the courses in the major/area of emphasis.

[To be conferred a Certificate, students must have completed some coursework at SMC. \(to be determined?\)](#)

[Is there a minimum number of units required at SMC for a certificate? Be enrolled and complete at least one course? even if not in the major?](#)

i. **Certificate of Achievement**

The certificate of achievement is designed to provide students with the necessary skills and capabilities to compete in the job market.

Each career education program must have an advisory board composed of industry representatives to ensure that the curricula are current and that they meet industry needs and standards.

Requirements include the following:

a. Unit Requirement:

A student must successfully complete a course of study that consists of 18 or more semester units of degree-applicable coursework. Title 5 says 18 or 12 if approved

b. Major Requirement:

Completion of coursework with minimum grades of “C” or “P” must be earned in each course required in the major/area of emphasis. Any course taken on a “Pass/No Pass” basis with a grade of “P” shall count toward the major/area of emphasis units provided a “P” is equivalent to a “C” or higher per Title 5, Section 55063(a)(2).

c. GPA Requirement: Remove all together?

ii. Department Certificates

Department Certificates are designed for individuals seeking a short-term education and training in a specific career area in preparation for the workforce. These certificates are not approved by the California Community College Chancellor’s Office.

Requirements include the following:

a. Unit Requirement:

A student must successfully complete a course of study that is less than 16? semester units of degree-applicable coursework.

b. Major Requirement:

Completion of coursework with minimum grades of “C” or “P” must be earned in each course required in the major/area of emphasis. Any course taken on a “Pass/No Pass” basis with a grade of “P” shall count toward the major/area of emphasis units provided a “P” is equivalent to a “C” or higher per Title 5, Section 55063(a)(2).

c. GPA Requirement: Remove all together?

d. Petition for Department Certificate:

Students may petition to receive a Department Certificate directly from the department once all required coursework is completed. Department Certificates are not annotated on the student’s transcripts

iii. Certificates of Completion and Certificates of Competency (Noncredit)

Certificates of Completion and Certificates of Competency are designed to assist students in transitioning to college-level courses and/or to the workforce.

Requirements include the following:

- a. Unit Requirement:
A student must successfully complete a course of study that is less than 18 semester units of degree-applicable coursework.
- b. Major Requirement:
Completion of all coursework in the program of study with grade notations of “S” (Satisfactory).

iv. IGETC Certificate of Achievement

Requirements include the following:

- a. Unit Requirement:
Completion of a minimum of 34 semester units as prescribed on the corresponding IGETC pattern (UC or CSU). All courses must consist of a minimum of three semester or four quarter units each. CLEP exams may not be used to satisfy IGETC UC requirements.
- b. GPA Requirement:
Completion of coursework with minimum grades in each course of “C” or higher or “P” if the course was taken on a Pass/No Pass basis, and the “P” is equal to a “C” or higher.
- c. California Community College requirement: **for UC?**
Completion of at least 50% of the required coursework at a California Community College. **Is this in the standards? My daughter was IGETC certified w/out this at another CC.**
- d. Foreign coursework from a non-U.S. accredited institution can be used for IGETC CSU pattern. Coursework from an accredited foreign institution may be used to meet SMC Bachelor of Science CSU GE requirements. Students who have satisfactorily completed courses from a foreign nation’s accredited institution may be able to apply the course credits toward a degree at Santa Monica College. Students should consult a counselor BEFORE requesting to have credits evaluated by an approved agency. Course descriptions and syllabi may be required (see 1.i. for specifics).

IGETC Standards do not allow foreign coursework from non-U.S. regionally accredited institutions to meet IGETC UC requirements except for IGETC Area 6 (Language Other Than English).

v. CSU GE Certificate of Achievement

Requirements include the following:

- a. Unit Requirement:
A minimum of 40 semester units as prescribed on the corresponding CSU GE pattern. All courses must consist of a minimum of three semester or four quarter units each.

- b. GPA Requirement: A certificate requires a minimum cumulative grade point average (GPA) of 2.0 on the CSU GE pattern.

A minimum grade of “D” or a “D-” (.7 on a 4.0 scale) if taken at a U.S. regionally accredited institution is required for each course applied to the CSU GE Certificate of Achievement (except for each course in areas A1, A2, A3 and B4 which must be completed with a C- or higher or with a “P” if the course was taken on a Pass/No Pass basis, and the “P” is equal to a “C-” or higher.

- c. California Community College requirement: **for CSU?**
Completion of at least 50% of the required coursework at a California Community College. **Is this in the standards? My daughter was IGETC certified w/out this at another CC.**
- d. Foreign coursework from a non-U.S. accredited institution can be used for CSU GE pattern. Coursework from an accredited foreign institution may be used to meet SMC Bachelor of Science CSU GE requirements. Students who have satisfactorily completed courses from a foreign nation’s accredited institution may be able to apply the course credits toward a degree at Santa Monica College. Students should consult a counselor BEFORE requesting to have credits evaluated by an approved agency. Course descriptions and syllabi may be required (see 1.i. for specifics).

5) Certification of General Education

Students transferring to the University of California or to the California State University are highly encouraged to complete all IGETC or CSU GE Breadth requirements while attending Santa Monica College. While SMC will issue a “**full certification**” upon completion of all relevant coursework, students may request a “**partial certification**” consistent with IGETC and CSU GE Breadth standards when most requirements have been met, except for two required courses. Students should consult with a counselor or their evaluator as needed.

Students must submit a request for certification by filing a “petition for certification of general education” directly through Admissions and Records in their last term of enrollment and once they have decided which UC or CSU campus they will attend.

Except for IGETC Area 6 (Language Other than English), foreign coursework from non-U.S. regionally accredited institutions will not be accepted to fulfill IGETC UC certification requirements.

Certification requirements are governed by the University of California and California State University.

Reference: **AR 4000, 4100.1, AR 4100.2, AR 4100.3, AR 4100.4, AR 4100.5, AR 4100.6, AR4100.7, AR 4100.8 and AR 4100.9**

Education Code Sections 66055.8, 66746-66749, 70901, 78040-78043;

Title 5 Sections, 40402-40403, 55002, 55009, 55022, 55052, 55070-72, 55250, 55270, 56032-56044 and 55060 et seq.

Revised: 4/29/2003, 7/22/08, 5/17/11, 12/3/13, 3/1/17, 12/1/21

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)