

AR 4100 GRADUATION REQUIREMENTS FOR DEGREES

District policies and regulations regarding the most recent general education, degree and certificate requirements shall 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 degrees and certificates. Coursework acceptable toward 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. There shall be no limit on the number of degrees and/or certificates that may be awarded to a student per AR 4100.1. The College will recognize academic excellence as defined in AR 4100.3.

Ethnic studies shall be offered at the College and requirements pertaining to graduation shall be published in the college catalog and college website.

A student with external college coursework shall have their courses evaluated by a counselor to determine applicability toward SMC degrees and certificates. Coursework completed at a regionally accredited institution to meet major/area of emphasis shall be evaluated by the appropriate Department Chair or designee. Exceptions shall be clearly stated on the College catalog and on "major sheets". Coursework from foreign institutions is defined in AR 4100.5.

1) Associate Degrees

An associate degree, Associate of Arts (AA) or Associate of Science (AS), will be conferred upon a student who satisfies the requirements of this section:

- a. **Unit Requirement:**
Completion of at least 60 degree-applicable semester units. To convert quarter units to semester units, divide the total number of quarter units by 1.5.
- b. **GPA Requirement:**
A minimum cumulative grade point average (GPA) of 2.0 in degree-applicable coursework (includes transfer coursework, if applicable).
- c. **Residency Requirement:**
12 units completed in residency at Santa Monica College. A petition for Special Consideration for an exception to the residency requirement may be requested through Admissions and Records to alleviate an injustice or undue hardship on the student.

d. 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 better per Title 5, Section 55063(a)(2).

Completion of at least 18 semester or 27 quarter units of study 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.

Courses in the major/area of emphasis may also satisfy a general education and/or global citizenship requirement.

e. Global Citizenship Requirement:

Completion of one global citizenship course with a minimum grade of “D” or better or “P” at SMC. Any course taken at a regionally accredited institution on a “Pass/No Pass” basis with a grade of “P” shall count toward meeting the global citizenship requirement provided a “P” is equivalent to a “D” or better.

Courses in the global citizenship area may also satisfy a general education and/or a major/area of emphasis requirement.

f. English Requirement:

Written expression may be satisfied in the following ways:

- i. Earning a “C” or better or “P” in an English Composition course at SMC or equivalent course from a regionally accredited College or University or another SMC course approved by the Curriculum Committee, per Title 5, Section 55063.
- ii. Score of 3 or higher on an AP English exam.
- iii. Score of 50 or higher on a CLEP English/College Composition exam.
- iv. Upper division courses in English may be used to satisfy competency requirements for the degree.
- v. Possession of an Associate degree, Bachelor’s degree or higher from a regionally accredited College or University.

g. Math Competency Requirement:

Math competency may be satisfied in the following ways:

- i. Earning a “C” or better or “P” in a mathematics course at the level of Intermediate Algebra or equivalent or higher-level math course from a

regionally accredited College or University or another mathematics course at the same level or higher at SMC, or another course approved by the Curriculum Committee;

- ii. Satisfactory score on the Santa Monica College Math Proficiency Exam or Guided Math Self Placement and the completion of a 3-unit course approved by Curriculum Committee. A student may retest for the Math Proficiency Exam after a two-week waiting period.
- iii. Score of 3 or higher on an AP Calculus or Statistics exam.
- iv. Score of 4 or higher on an IB Higher Level Mathematics exam.
- v. Score of 50 or higher on a CLEP College Algebra, College Algebra-Trigonometry, Trigonometry or Calculus exam.
- vi. Upper division courses in Math may be used to satisfy competency requirements for the Associate degree.
- vii. Possession of an Associate degree, Bachelor's degree or higher from a regionally accredited College or University.

h. General Education Requirements:

A student must complete one of the following general education patterns:

- SMC local General Education (SMC GE);
- California State University General Education Breadth (CSU GE); or
- Intersegmental General Education Transfer Curriculum (IGETC-UC) or (IGETC-CSU).

1) The SMC local General Education pattern consists of:

- i. A minimum of 18 semester units in general education, including a global citizenship local course requirement and courses in each General Education sub-area identified in Title 5 regulations as: Natural Sciences, Social and Behavioral Sciences, Humanities, Language and Rationality and Global Citizenship.
- ii. Per California Education Code, Section 66055.8, a student admitted to the SMC registered nursing program who has previously earned a Baccalaureate or higher degree from a regionally accredited institution of higher education is not required to undertake any coursework other than the coursework that is unique and exclusively required to earn a nursing degree from that institution. Students need not complete additional local general education courses.

2) Alternatively, a student may satisfy general education requirements by completing either the CSU GE or IGETC pattern in full, plus the SMC global citizenship requirement (see 1.e).

- i. General education courses may also satisfy major/area of emphasis, and/or global citizenship requirements.
- ii. Per SB 1440 requirements, students earning Associate Degrees for Transfer (ADT) are exempt from satisfying any local general education requirements (e.g., global citizenship).
- iii. The use of upper division coursework on the CSU GE Breadth and IGETC is governed by CSU Executive Order 1100 and by IGETC Standards, respectively.
- iv. Coursework from a non-U.S. accredited institution may only be used when pursuing the local GE requirements (also see AR 4100.5).
- v. The following general education requirements for SMC degrees must be satisfied at a U.S. regionally accredited College or University. However, courses taken outside of the U.S. thought to meet these requirements will be considered on a case-by-case basis by the appropriate Department Chair (or designee).
 - Area II, Social Science, Group A
 - Area IV, Language and Rationality, Group A

2) Associates Degrees for Transfer (ADT) to California State University (CSU)

The Associate in Arts for Transfer (AA-T) and Associate in Science for Transfer (AS-T) degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree.

- a. Students awarded an AA-T or AS-T are required to complete no more than 60 semester or 90 quarter units after transfer to earn a baccalaureate degree (unless the major is designated a “high unit” major).
- b. Students awarded an AA-T or AS-T degree are guaranteed admission to the CSU system and given priority admission consideration to their local CSU campus, and to a program that is deemed similar to their major. This priority does not guarantee admission to specific majors nor to all CSU campuses.
- c. Some majors and CSU campuses may require a higher GPA or specific courses for admission. Students shall meet with a counselor to find out which CSU campuses accept this degree and review options/requirements for transfer.
- d. This degree may not be the best option for students intending to transfer to a UC or to a particular University or College that is not part of the CSU system.
- e. The degree is issued by Admissions and Records and is annotated on the student’s transcript at the conclusion of the evaluation cycle for the relevant term.

An AA-T or an AS-T will be conferred upon a student who satisfies the following requirements:

- i. Unit Requirement:
completion of at least 60 CSU semester units.
- ii. GPA Requirement:
a minimum GPA of 2.0 in CSU applicable units. See AR 4225 Credit Course Repetition, excluding substandard coursework from the degree applicable GPA which has been repeated at another institution.
- iii. Residency Requirement:
completion of at least 12 units in residency at Santa Monica College.
- iv. Major Requirement:
completion of at least 18 semester units required for the major/area of emphasis at a U.S. regionally accredited college or university with a grade of “C” or better, or with a “P” if the course was taken on a Pass/No Pass basis, and the “P” is equal to a “C” or better.
- v. General Education Requirements:
completion of the CSU GE, or IGETC-CSU pattern or IGETC-UC (not applicable for CSU transfer) that satisfy general education requirements as prescribed in each pattern with courses taken at a U.S. regionally accredited college or university.

3) **Baccalaureate Degree**

A Bachelor of Science Degree in Interaction Design will be conferred upon a student who satisfies the following requirements:

Requirements include the following:

- a. Unit Requirement:
Completion of at least 120 CSU semester units. To convert quarter units to semester units, divide the total number of quarter units by 1.5.
- b. GPA Requirement:
A minimum CSU grade point average (GPA) of 2.0.

c. Residency Requirement:

30 units completed in residency at Santa Monica College. A petition for Special Consideration for an exception to the residency requirement may be requested through Admissions and Records to alleviate an injustice or undue hardship on the student.

d. 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 better per Title 5, Section 55063(a)(2).

All upper division requirements for the major must be completed at Santa Monica College. Any course substitution must be approved by the Department Chair.

e. Global Citizenship Requirement:

Completion of one global citizenship course with a minimum grade of “D” or better or “P” at SMC. Any course taken at a regionally accredited institution on a “Pass/No Pass” basis with a grade of “P” shall count toward meeting the global citizenship requirement provided a “P” is equivalent to a “D” or better.

Courses in the global citizenship area may also satisfy a general education and/or a major/area of emphasis requirement.

f. General Education Requirements:

i. Complete one of the following general education patterns:

- CSU GE for Interaction Design B.S. or
- IGETC CSU pattern for Interaction Design B.S.

ii. Foreign coursework from a non-U.S. accredited institution can be used for IGETC/CSU GE. Students who have satisfactorily completed courses from a foreign nation’s accredited university 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 AR 4100.5 for specifics).

iii. Complete an additional 9 semester units of prescribed upper division general education coursework per Title 5, Section 55063 as listed on the Advisement Guide Sheet for Interaction Design Bachelor of Science.

- iv. The use of upper division coursework on the CSU GE Breadth and IGETC is governed by CSU Executive Order 1100 and by IGETC Standards, respectively.
- v. Courses in the major/area of emphasis may also satisfy a general education requirement.

4. Honorary Degrees

See BP 4110 Honorary Degrees

5. Catalog Rights

See AR 4000 Catalog Rights

Related AR's:

- AR 4100.1 Number of Degrees & Certificates Awarded to a Student
- AR 4100.2 Graduation Requirements for Certificates & Certification of General Education
- AR 4100.3 Recognition of Academic Excellence
- AR 4100.4 Institutional Accreditation
- AR 4100.5 Transfer Credit from Foreign Institutions
- AR 4100.6 Other College Credit & Non Credit Allowed and Not Allowed
- AR 4100.7 Transcripts and Test Scores
- AR 4100.8 Petitioning for Degrees and Certificates
- AR 4100.9 Commencement

Reference: 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.

Baccalaureate Degree Program Handbook

Revised: 4/29/2003, 7/22/08, 5/17/11, 12/3/13, 3/1/17, 4/20/22

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)

❖ **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.

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

Petitions are available on these dates in the Admissions Office or online through the Admissions website. Students who complete the requirements during the winter session will graduate the following spring. Graduation from Santa Monica College with the Associate in Arts Degree requires successful completion of 60 AA applicable units

with a “C” (2.0) average. The requirements include the following: (1) General education requirements which include demonstrated proficiency in basic mathematical computation, reading comprehension, and written expression; (2) the major field; and (3) electives. At least 50% of the major field units required for the Associate in Arts Degree must be completed at Santa Monica College. The Santa Monica College catalog contains a list of courses accepted for GE.

Credit Normally Allowed

1. Regionally Accredited Colleges and Universities:

All AA applicable coursework (including appropriate upper division, graduate, and professional work) that is completed at a regionally accredited college or university is normally allowed provided it meets or exceeds SMC graduation guidelines. If a college is newly regionally accredited, all work completed in that institution in the two years before its regional accreditation will be accepted.

2. Unit Conversion

Conversion of Quarter Units to Semester Units

Most transcripts are in terms of semester units; however, some colleges are on the quarter system. To convert quarter hours to semester units, divide the total number of quarter units by 1.5.

3. Military Service Credit

a. **Basic Service Credit:** Service credit is used only when it is essential for the completion of 60 units for graduation and may be granted at the time of applying for graduation. Separation papers (DD214) indicating dates of entrance and separation must be on file in the Admissions and Records Office. The maximum military credit is **8** units:

4 units for basic training and 4 units maximum for service time (based on 1 unit for each six months of service time),

A six-month veteran is not eligible for military service credit.

b. **U.S.A.F.I.:** Credit will be given for United States Armed Forces Institute (U.S.A.F.I.) courses toward graduation requirements in accordance with college administrative regulations, and the American Council on Education’s Guide to the Evaluation of Educational Experience in the Armed Services recommendations. A petition for USAFI credit must be filed with the Dean of Enrollment Services.

4. Credit for Advanced Placement Tests

Students may be allowed advanced credit for College Entrance Examination Board Advanced Placement Tests with scores of 3, 4, or 5. Course credit will not be granted where it duplicates previous college course work. AP tests by subject are eligible for credit as noted in AR 4314 (Section 3 - Advanced Placement Exam)

- 5. College Level Examination Credit (CLEP) and International Baccalaureate (IB) Exams**
Santa Monica College will give credit for CLEP and IB Exams in selected areas as listed in the Santa Monica College catalog. Course credit will not be granted where it duplicates previous college course work. A maximum of 30 units of credit may be allowed for CLEP examinations.
- 6. Supporting Documents**
Whenever units are allowed or requirements have been met by work other than that taken at Santa Monica College, documents covering this must be made part of the student's file. These would include transfer transcripts, military service separation papers, foreign evaluations etc.

Credit Not Allowed

Basic Skills/Developmental Coursework

Basic skills English and mathematics courses are non-applicable to the AA degree. Refer to the SMC catalog for complete listing of basic skills coursework. ([See AR 4222 Remedial \(Basic Skills\) Coursework](#))

Courses in Religion

It is the intent of Santa Monica College to avoid giving credit for courses that tend to negate the principle of separation of church and state. Granting of credit for courses taken in the general area of religion or theology involves an evaluation of both the accreditation and the nonsectarian status of the institution offering the course. Once it is established that the course was nonsectarian in its general purpose and was taken at a regionally accredited college or university institution, credit will be granted at Santa Monica College the same as for any other elective course.

Accreditation

The lower division work (determined to be AA applicable by Santa Monica College) of any institution regionally accredited as listed in the American Association of Collegiate Registrars and Admissions Officers' Transfer Credit Practices of Designated Educational Institutions, and the American Council on Education's Accredited Institutions of Post Secondary Education may be granted credit. The college, by administrative regulations, may consider other institutions accredited for purposes of granting credit toward the A.A. degree.

1. Credit from non-regionally accredited schools

- a. Before a record from a non-regionally accredited school or program is evaluated:
 - (1) The student must have earned at least 30 units in an accredited college including 12 units in residence at Santa Monica College.
 - (2) The average of all grades in courses attempted must be at least a "C".

- (3) The student must file a written petition for credit indicating what credit is desired for the work done in the non-regionally accredited program.
 - (4) The Admissions Office must have on file a transcript of the course work from the non-regionally accredited institution showing subjects, grades, units, and, if necessary, the length and content of the courses may also be required.
- b. Credit will be limited to courses in which the student received a grade of "C" or better. Grades and grade points will not be figured in the computation of the grade point average.
 - c. The total credit for (non-regionally accredited) work will be limited to 9 units.
 - d. Exception: A registered nurse, who has a current California nursing license, may be granted 30 units of college credit in the following circumstances:
 - (1) All other graduation requirements have been met; the student has successfully completed 30 units of regular college work; and the student has met the residence requirement.
 - (2) Credit given to the student for his or her previous registered nursing schooling will meet the major requirement.
 - (3) Credit will be listed on the transcript by subject field and units allowed.
 - (4) If work in the non-regionally accredited school appears to duplicate that completed in an accredited school, a reduction of credit will be made.
 - (5) Credit will not be granted for private, non-regionally accredited correspondence courses.
 - (6) Records from schools that are not fully accredited will be reviewed by the Dean of Enrollment Services. Some may qualify on the same basis as fully accredited schools.