AR 4100.2 Certificates and General Education Certification (NEW AR)

Certificates shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

Course credit earned on the basis of acceptable scores on Advanced Placement (AP), International Baccalaureate (IB), College-level Examination Program (CLEP) as well as applicable Credit for Prior Learning (CPL), or Military Service Credit can be applied toward certificates or general education certifications. CLEP and Military Service Credit have exceptions for IGETC/Cal-GETC (see below).

Students must petition for Certificate of Achievement, Certificate of Completion (noncredit programs) and Certificate of Competency (noncredit programs) during the semester in which the student expects to complete the requirements for graduation. Deadline dates and petitions are published on the Admissions and Records webpage for each term.

Students must petition for Department Certificates through their respective department during the semester in which the student expects to complete the requirements.

Students who complete the credit program requirements during the winter session must petition the next spring term. Students completing 8 units or fewer in summer must petition by the prior spring deadline to participate in the graduation ceremony.

See AR 4100.8 Petitioning for Degrees and Certificates

See AR 4235 Credit for Prior Learning and Credit by Examination

CERTIFICATES FOR CREDIT PROGRAMS

To receive a Certificate of Achievement or Department Certificate students must successfully complete at least 50% of the units required for the certificate at Santa Monica College, unless the Department Chair waives this threshold. Students must meet with a counselor to petition to waive the 50% threshold which is submitted to the Department Chair.

All certificate program coursework must be completed with a "C" or better grade or "P" when this grading option is recorded for performance equivalent to a "C" or better.

The 50% threshold and 2.0 major GPA requirements do not apply to Certificate of Achievements for transfer general education patterns. (See sections below for CSU GE, IGETC and Cal-GETC).

CERTIFICATES FOR NONCREDIT PROGRAMS

To receive a Certificate of Completion or Certificate of Competency students must successfully complete the courses for the program at Santa Monica College. Students may petition for the certificate by the summer, fall, winter and spring deadlines.

GENERAL EDUCATION CERTIFICATES OF ACHIEVEMENT

To receive a Certificate of Achievement from Santa Monica College for completing a general education transfer pattern (IGETC/Cal-GETC), students must successfully complete at least 50% of the units required for the certificate at a California Community College unless the Articulation Officer waives this threshold. Students must meet with a counselor to petition to waive the 50% threshold which is submitted to the Articulation Officer.

Coursework from other U.S. regionally accredited institutions may be used to satisfy requirements. Coursework must be evaluated by a counselor.

Coursework from non-U.S. institutionally accredited institutions will not meet these requirements.

See AR 4100.4 Institutional Accreditation Requirement of Coursework, AR 4100.5 Transfer Credit from Non-U.S. Institutions, AR 4100.6 Other College Credit and Noncredit Allowed and Not allowed

IGETC or Cal-GETC Certificate of Achievement

To receive an IGETC or Cal-GETC Certificate of Achievement from Santa Monica College, students must earn a minimum grade of "C" (2.0 on a 4.0 scale) or "P" when this grading option is recorded for performance equivalent to a "C" or better for each course and satisfy all area unit requirements. A student may only receive one of these certificates and not both.

CLEP exams and Military Service Credit will not meet course requirements for these certificates.

IGETC: A student must have catalog rights prior to 2025-26 academic year for this certificate.

Cal-GETC: A student must have catalog rights from 2025-26 academic year or thereafter for this certificate.

See AR 4000 Catalog Rights

CSU GE Certificate of Achievement

To receive a CSU GE Certificate of Achievement, students must earn a minimum grade of "C-" (2.0 on a 4.0 scale) or "P" when this grading option is recorded for performance equivalent to a "C-" or better for each course in CSU GE area A1, A2, A3, and B4. A minimum grade of "D-" (.07 on a 4.0 scale) or "P" when this grading option is recorded for performance equivalent to a "D-" or better is acceptable for other CSU GE areas applied to the CSU GE Certificate of Achievement. To receive

this certificate, a minimum overall GPA on the CSU GE pattern must be a "C" (2.0 on a 4.0 scale) and all area unit requirements must be satisfied.

A student must have catalog rights prior to 2025-26 academic year for this certificate.

See AR 4000 Catalog Rights

<u>GENERAL EDUCATION CERTIFICATION</u>

"Certification" means that Santa Monica College has verified that a student has completed the lower-division transfer general education requirements for the public university system (UC or CSU).

Students must petition for general education certification through the Admissions and Records website. Students are encouraged to petition before the deadline designated for the term the student will complete the requirements.

Although students may petition for GE certification (CSU GE, IGETC, or Cal-GETC) at any time, it is strongly recommended that they do so prior to transferring, since it is up to the university to accept the certification after transferring.

- <u>Partial certification</u>: Students can earn partial certification if they have completed all but two courses on the IGETC pattern, or the Cal-GETC pattern excluding Areas 1 or 2.

  CSU partial certification has greater flexibility. Students should meet with a counselor for guidance.

  See Admissions and Records website for specific details.

- <u>Full general education certification</u> is possible when all courses in the general education pattern are satisfied (CSU GE, IGETC and Cal-GETC).

See AR 4000 Catalog Rights, AR 4100.1 Number of Degrees and Certificates Awarded to a Student, AR 4100.3 Recognition of Academic Excellence, AR 4100.4 Institutional Accreditation Requirement of Coursework, AR 4100.5 Transfer Credit from Non-U.S. Institutions, AR 4100.6 Other College Credit and Noncredit Allowed and Not allowed, AR 4100.7 Transcripts and Test Scores, AR 4100.8 Petitioning for Degrees and Certificates, AR 4100.9 Commencement, AR 4100.10 Updating Diplomas and AR 4235 Credit for Prior Learning and Credit by Examination

Reference: Title 5 Sections 55070 and 55270 et seq.

Approved: 10/29/25, 11/12/25

4354 Career and Department Certificates of Completion

At least 50% of the units required for certificates of achievement and department certificates must be completed at Santa Monica College. AR 4354 does not apply to the IGETC Certificate of Achievement (AR 4354.1) or the CSUGE Certificate of Achievement (AR 4354.2).

Approved: 12/12/06
Revised: 11/02/10, 04/07/15

4354.1 IGETC Certificate of Achievement

In order for a student to receive an IGETC Certificate of Achievement, as opposed to IGETC certification for transfer, at least 50% of the units must be completed at any California Community College(s). A minimum grade of "C" (2.0 on a 4.0 scale) or "P" is required for each course applied to the IGETC Certificate of Achievement and complete certification is required to receive an IGETC Certificate of Achievement. Refer to AR 4350 for IGETC certification requirements for transfer.

Approved: 11/2/10, 3/8/17

4354.2 CSUGE Certificate of Achievement

In order for a student to receive a CSU GE Certificate of Achievement, as opposed to CSU GE certification for transfer, at least 50% of the units must be completed at any California Community College(s). A minimum grade of "C" (2.0 on a 4.0 scale) or "P" is required for each CSU GE Area A1, A2, A3, and B4 course. A minimum grade of "D-" (.07 on a 4.0 scale) or "P" is acceptable for other CSU GE areas applied to the CSU GE Certificate of Achievement. The minimum overall GPA on the CSU GE pattern must be a "C" (2.0 on a 4.0 scale) and complete certification is required to receive a CSU GE Certificate of Achievement. Refer to AR 4350 for CSU GE certification requirements for transfer.

Approved: 11/2/10, 3/8/17