

AR 4100 GRADUATION REQUIREMENTS FOR DEGREES

I. Purpose

This regulation establishes the requirements and procedures for awarding associate and baccalaureate degrees by Santa Monica College. Requirements for certificates are delineated in AR 4100.2 Certificates and General Education Certification.

II. Scope

This regulation applies to all students seeking:

- a) Associate degrees (AA/AS)
- b) Associate degrees for transfer (AA-T/AS-T)
- c) Baccalaureate degrees

III. Definitions

a. Major

A focused program of study within a specific discipline or an interdisciplinary program of study.

b. Area of Emphasis

An interdisciplinary program of study encompassing a broad range of courses from multiple related academic disciplines, providing the student with an academic pathway broader than a specific major but more focused than general education.

c. Residency

Coursework completed at Santa Monica College.

IV. General Provisions

a. Publication of Requirements

The District shall publish current degree and general education requirements in the College catalog, College website, and schedule of classes, and degree audit program.

b. Evaluation of External Coursework and Test Scores

i. Academic records evaluators and Counselors shall evaluate courses transferred for degree applicability. Coursework deemed to meet or exceed the District standards can be applied toward meeting degree requirements, including major, general education, and elective credit.

ii. The appropriate Department Chair or designee shall conduct an initial evaluation of coursework applied to a major when the course has not been previously reviewed by the College.

iii. Coursework from non-U.S. institutions shall be evaluated in accordance with AR 4100.5. Students should consult a counselor before requesting to have credits evaluated by an approved external agency.

- iv. Credit awarded through the District's Credit for Prior Learning, including Credit by Examination processes, may be used to satisfy degree requirements in accordance with AR 4235.
 - v. Upper-division coursework may satisfy requirements for associate degrees as evaluated and approved by the appropriate department chair, articulation officer or designee.
 - vi. Noncredit courses may satisfy requirements for associate degrees as evaluated and approved by the appropriate department chair, articulation officer or designee in accordance with AR 4100.6 and AR 4235. Some limitations apply.
 - vii. Courses may be used to simultaneously satisfy major and general education requirements, as applicable i.e "double count", provided the student meets total unit requirements.
 - viii. A student may petition for "exclusion of coursework repeated at another college" to improve their grade point average (GPA) per limitations in AR 4225, when course with substandard grade (D or F) has been repeated.
 - ix. A petition for academic renewal may be submitted in accordance with AR 4240 when eligible, to alleviate the substandard grade (D or F) to improve the GPA.
 - x. When coursework completed beyond degree requirements lowers a student's cumulative grade point average below 2.0, the District may compute the grade point average using only the courses applied to satisfy the associate degree requirements, provided that the coursework used includes all required major/area of emphasis and general education requirements.
 - xi. Coursework from a non-institutionally accredited institution may satisfy requirements for associate degrees as evaluated and approved by the appropriate department chair, articulation officer or designee in accordance with AR 4100.4.
- c. Catalog Rights
See AR 4000 Catalog Rights
 - d. Multiple Degrees Awarded
There shall be no limit on the number of degrees a student may earn, consistent with AR 4100.1.
 - e. Academic Excellence
The College shall recognize academic achievement in accordance with AR 4100.3.

f. Course Limitations

- i. A course may not be counted in more than one general education area for each general education pattern, even if the course is approved in multiple general education areas.

Exceptions:

- Local global citizenship requirement
 - CSU graduation requirement for American History or equivalent
 - CSU graduation requirement for American and California Government or equivalents
 - IGETC language other than English (LOTE)
- ii. Students who intend to transfer shall be advised of limitations that transfer institutions may place on the transferability of credits, based on institutional accreditation, course modality, credit for prior learning, and any other relevant factors.
- iii. Enrollment in upper division courses shall be limited to students admitted to a baccalaureate program.

V. **Associate Degree Requirements
(Associate in Arts “AA” or Associate in Science “AS”)**

An Associate Degree will be conferred upon a student who satisfies the following requirements:

a. Unit Requirement

Complete at least 60 semester units of degree-applicable coursework.

b. Grade Point Average

Complete the requirements for the associate degree with a minimum cumulative grade point average of 2.0 in degree-applicable courses. The District may calculate GPA based solely on courses used to meet degree requirements when units exceed 60.

c. Residency Requirement

Complete at least 12 semester units in residence. The Admissions and Records Office may grant an exception to alleviate undue hardship. The student may submit a Special Consideration petition.

d. Major Requirement

Complete at least 18 semester units in a major.

Each course shall be completed with a grade of “C” or better or “P” notation, provided the “P” is equivalent to “C” or better.

e. General Education Requirement

- i. Complete one of the following patterns based on catalog rights:
 - SMC General Education for Associate Degree (7 Areas; minimum of 21 units)
 - 1A: English Composition (minimum of 3 units)
 - 1B: Oral Communication and Critical Thinking (minimum of 3 units)
 - 2: Mathematical Concepts and Quantitative Reasoning (minimum of 3 units)
 - 3: Arts and Humanities (minimum of 3 units)
 - 4: Social and Behavioral Sciences (minimum of 3 units)
 - 5: Natural Sciences (minimum of 3 units)
 - 6: Ethnic Studies (minimum of 3 units)
 - 7: Global Citizenship (minimum of 3 units – May also fulfil a requirement in one other SMC G.E. area)
 - Transfer general education pattern:
 - CSU GE Breadth
 - IGETC (UC/CSU)
 - Cal-GETC

ii. Exception:

Students who have been awarded a baccalaureate degree from an institutionally accredited institution shall be deemed to have satisfied all general education course requirements for an associate degree. Official transcript from degree awarding institution must be filed in the Admissions and Records Office.

VI. Associate Degrees for Transfer Requirements (Associate in Arts “AA-T” or Associate in Science “AS-T”)

a. Associate Degrees for Transfer are designed to provide a pathway to the California State University system.

The degree will be conferred upon a student who satisfies the following requirements:

- i. Complete a minimum of 60 CSU-transferable semester units.
- ii. Complete one of the following general education patterns: CSU GE Breadth, IGETC or Cal-GETC.
- iii. Complete requirements specified in Section V, subsections b, c, d: GPA, Residency & Major of this regulation, which includes exception for baccalaureate degree holders.

Benefits of this degree:

- b. 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).
- c. 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 or impacted majors nor to all CSU campuses.
- d. 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.

NOTE: 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.

VII. **Baccalaureate Degree Requirements**

A Baccalaureate Degree will be conferred upon a student who satisfies the following requirements:

- a. **Unit Requirement**
Complete a minimum of 120 semester units of degree-applicable units.
- b. **Grade Point Average**
Complete the requirements for the baccalaureate degree with a minimum cumulative GPA of 2.0 in degree-applicable courses. The District may calculate GPA based solely on courses used to meet degree requirements when units exceed 120.
- c. **Residency Requirement**
 - i. Complete at least 12 units of upper division in residence.
The Admissions and Records Office may grant an exception to alleviate undue hardship. The student may submit a Special Consideration petition.
- d. **Upper Division Requirements**
 - i. A minimum of 40 semester units must be upper division coursework, including units in the major and in general education. A lower division course may meet an upper division course requirement, but it may not be counted toward the required minimum number of upper division units.
- e. **Major Requirement**
 - i. All major coursework must be completed with a grade of “C” or better or “P” notation, provided a “P” is equivalent to a “C” or better.

- ii. All upper division major coursework must be completed at Santa Monica College. Course substitutions/equivalencies may be approved by the Department Chair or designee.

f. **General Education**

A minimum of 36 semester units of general education that include:

- i. Completion of a SMC bachelor degree general education pattern.
- ii. A minimum of 9 semester units of upper division general education courses must come from at least two disciplines outside of the major, one of which must have emphasis in written communication, oral communication, or computation.
- iii. Completion of additional general education courses to meet the minimum total units may be any combination of lower division and/or upper division.

Exception:

- iv. A student who has been awarded a baccalaureate degree from an institutionally accredited institution shall be deemed to have satisfied general education course requirements. Official transcript from degree awarding institution must be filed in the Admissions and Records Office.
- v. A student who based on catalog rights has completed CSU GE Breadth, IGETC or Cal-GETC shall be deemed to have fulfilled lower division baccalaureate degree general education requirements. Verification of full general education certification must be on file in the Admissions and Records Office.

VIII. **Petitioning for Degrees**

Students are encouraged to petition for the degree during the semester in which the student expects to complete the requirements. Deadline dates and petitions are published on the Admissions and Records webpage for each term. See AR 4100.8 and AR 4100.9

IX. **Honorary Degrees**

See BP 4110 Honorary Degrees

X. **Commencement**

Commencement ceremonies are held once each year at the end of the Spring semester for students that have completed or are expected to complete their degree requirements in accordance with AR 4100.9.

Students who will complete no more than 8 units in the Summer to meet degree requirements, are eligible to participate in Commencement if the student petitions for the degree by the spring deadline.

Related Administrative Regulations

- AR 4000 Catalog Rights
- AR 4100.1 Number of Degrees and Certificates Awarded to a Student
- AR 4100.2 Certificates and General Education Certification
- 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 & Non Credit Allowed & 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, Transcripts and Other Records Based on Name or Gender Change
- AR 4222 Remedial Coursework
- AR 4225 Credit Course Repetition
- AR 4232 Pass and No Pass Grading
- AR 4235 Credit for Prior Learning and Credit by Examination
- AR 4240 Academic Renewal
- AR 4314.1 Credit by Examination Based on High School Articulation
- AR 5040.2 Transcripts or Verification of Student Records

References:

Education Code §§66055.8, 66746–66749, 70901–70902, 78040–78043, 78213
Title 5 §§40402-40403, 55002, 55022, 55050, 55052, 56032-56046, 55060–55062, 55064,
55061 et seq, 55070–55072, 55090 et seq, 55270 et seq.
CSU Executive Order 1100
IGETC/Cal-GETC Standards

Revised: 4/29/2003, 7/22/08, 5/17/11, 12/3/13, 3/1/17, 5/5/22, 4/8/26

AR 4100 GRADUATION REQUIREMENTS FOR DEGREES (OLD VERSION)

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 an 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 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/institutionally accredited college or university 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.
- 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 degree 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)

- a. 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.
- b. 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 non-U.S. accredited institutions 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 college or university 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 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 Certificates & General Education Certification

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 & Non Credit Allowed & 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, 56032-56046 55060
Baccalaureate Degree Program Handbook

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