

## **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 agency.

- iv. Credit awarded through the District's Credit for Prior Learning and Credit by Examination processes, in accordance with AR 4235, may be used to satisfy degree requirements.
  - v. Upper-division coursework may be evaluated to meet requirements for degrees.
  - vi. Noncredit courses may be evaluated to meet requirements for degrees in accordance with AR 4100.6.
  - vii. Courses may be used to satisfy major and general education requirements, as applicable (**double count**), provided the student meets total unit requirements.
  - viii. A student may petition for "exclusion of coursework repeated at another college" to alleviate grade point average (GPA) per AR 4225, when course with substandard grade has been repeated.
  - ~~ix. When coursework completed during a previous enrollment at another institution of higher education is substandard and not reflective of the student's present scholastic ability, all work completed during one or two semesters, as the appropriate campus authority shall decide, may be disregarded in the computation of GPA and other requirements for graduation per Title 5 §40402. **Wld this apply for local Baccalaureate degrees since it applies to CSUs?**~~
  - ix. A petition for academic renewal may be submitted in accordance with AR 4240 when eligible, to alleviate GPA for substandard grade notations.
  - 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 or area of emphasis and general education requirements.
  - ~~x. **Academic credit earned through extended education may be applied toward the degree requirements per Title 5 §40403. CSUs?**~~
  - xi. Coursework from a Non-institutionally accredited institution may be evaluated to meet requirements for degrees 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:
    - o Local global citizenship requirement
    - o CSU graduation requirement for American History or equivalent
    - o CSU graduation requirement for Pols C1000 or equivalent
  - ii. Students who intend to transfer shall be advised of limitations transfer institutions may place on the transferability of credits, based on institutional accreditation, course modality, credit for prior learning, CLEP 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 (AA/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 an 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:

- SMC General Education for Associate Degree (7 Areas; minimum of 21-24 units)
  - 1A: English Composition (minimum of 3 units)
    - i. Students who have been awarded an associate degree or higher shall be deemed to have fulfilled Area 1A.
    - ii. Courses taken outside of the U.S. thought to meet this requirement will be considered on a case-by-case basis by the appropriate Department Chair or designee.
    - iii. Upper division courses in English may be used to satisfy competency requirements for the degree.
  - 1B: Oral Communication and Critical Thinking (minimum of 3 Units)
  - 2: Mathematical Concepts and Quantitative Reasoning (minimum of 3 Units)
    - i. Students who have been awarded an associate degree or higher shall be deemed to have fulfilled Area 2.
    - ii. Upper division courses in Math may be used to satisfy competency requirements for the associate degree.
  - 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 double count](#))
- CSU GE Breadth
- IGETC (UC or CSU)
- Cal-GETC

Exception:

- ii. Students who have been awarded a bachelor's degree from an institutionally accredited institution shall be deemed to have satisfied all general education course requirements for an associate and baccalaureate degree.

VI. **Associate Degrees for Transfer (AA-T / AS-T)**

Associate Degrees for Transfer are designed to provide a pathway to the California State University system and 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, IGETC or Cal-GETC.

- iii. Complete requirements specified in Section VI(b-d) of this regulation and see exception above.

Benefits of this 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 or impacted 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.

## 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.
  - ii. The Admissions and Records Office may grant an exception to alleviate an undue hardship. The student may submit a Special Consideration petition.
- d. **Upper Division Requirements**
  - i. A minimum of 40 semester units shall 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 may not be counted toward the required minimum number of upper division units.

e. Major Requirement

- i. All major coursework shall 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 shall be completed at Santa Monica College. Any course substitute must be approved by the Department Chair.

f. General Education

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

- i. Completion of an approved general education pattern that aligns with the lower division general education patterns of the associate and baccalaureate degree.

Shall we list i.e. CSU GE, IGETC, and SMC BS GE?

Students who have completed the California General Education Transfer Curriculum (Cal-GETC) shall be deemed to have fulfilled lower division baccalaureate degree requirements and shall not be required to complete further lower division general education courses.

- ii. A minimum of 9 semester units of upper division general education courses and general education courses must be 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 lower division, upper division, or any combination of lower and upper division.

Exception:

- iv. A student who has been awarded a baccalaureate degree from an institutionally accredited institution shall be deemed to have satisfied all general education course requirements.

VIII. **Petitioning for Degrees**

Students must petition for the degree 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.

IX. **Appeals**

A student may appeal degree determinations by submitting a Special Consideration petition to the Admissions and Records Office.

X. **Honorary Degrees**

See BP 4110 Honorary Degrees

## XI. 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.

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

## XII. Administrative Responsibility

- a. Admissions and Records Office  
Shall evaluate eligibility, verify completion, annotate degrees on transcripts and confer degrees.
- b. Counseling Services  
Shall advise students on requirements, evaluate coursework applicability, and submit course substitutions, when appropriate.
- c. Academic Departments  
Shall evaluate the applicability of external major coursework.

### 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
- AR 5055 Enrollment Priorities

### 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

**PRIOR AR BELOW**

## **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, 70901-02, 78040-78043, **78213**;  
Title 5 Sections, 40402-40403, 55002, ~~55009~~, 55022, **55050**, 55052, **55064**, 55070-  
72, 55250, ~~55270~~, 56032-56046 ~~55060~~, **55060 et seq.**, **55061 et seq.**, **55090 et**  
**seq.**, and 55270 et seq.  
Baccalaureate Degree Program Handbook

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

## **AR 4100 Graduation Requirements for Degrees and Certificates (League's Template)**

### **References:**

Title 5 Sections 55060 et seq., 55090 et seq., and 55270 et seq.

**NOTE: This procedure is legally required. Local practice may be inserted below. Procedures must address at least the following:**

### **Coursework for Associate Degrees**

The student must satisfactorily complete at least 60 semester units or 90 quarter units of degree-applicable lower division credit courses, including courses that apply to the major or area of emphasis in career technical fields and courses in composition, reading, and mathematics or quantitative reasoning not more than one level below transfer. Below transfer level course requirements must align with Education Code section 78213.

The courses must include at least 18 semester units or 27 quarter units of focused study in a major or interdisciplinary area of emphasis.

A “major” is a focused program of study within a specific discipline, which may include some coursework outside the primary discipline. Programs designed to provide transfer preparation must be designed to meet specific lower-division requirements in comparable baccalaureate majors.

An “area of emphasis” is 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.

The courses must include at least 21 semester units or 28-31.5 quarter units of general education. General education must include a minimum of work in (1) English Composition, Oral Communication, and Critical Thinking, (2) Mathematical Concepts and Quantitative Reasoning, (3) Arts and Humanities, (4) Social and Behavioral Sciences, (5) Natural Sciences, and (6) Ethnic Studies.

### **Other Conditions for Awarding Associate Degrees**

The District will award an associate degree to students who fulfill the coursework requirements described above or completed the requirements for an approved intersegmental lower-division general education pattern used for transfer to the University of California or the California State University and who met the following conditions:

The student satisfactorily completed at least 12 semester units or 18 quarter units of study in residence. The Board may excuse the residence requirement to alleviate injustice or undue hardship.

The student satisfactorily completed each course counted toward the major or area of emphasis requirement with a grade of “C” or better, or of “P” if the course is taken on a “pass-no pass” basis.

The student completed the requirements for the associate degree with a minimum cumulative grade point average of 2.0 in the degree-applicable courses. If a student accumulates units beyond those required for the degree that lower the student’s cumulative grade point average below 2.0, the District may compute the grade point average based solely on those courses used to satisfy the degree requirements, provided that the coursework used to compute the grade point average fulfill all major or area of emphasis and general education requirements.

Courses that meet or exceed the standards of the California Community Colleges completed at other institutionally accredited institutions shall be counted toward associate degree unit requirements. A course may not be counted in more than one general education area, even if the course is approved in multiple general education areas. Students may use the same course to meet a local general education requirement and to satisfy a general education requirement at the California State University or the University of California if that segment accepts the course for this purpose.

Students may receive credit for knowledge or skills acquired through a district's procedures for awarding credit for prior learning.

Students who have been awarded a bachelor's degree from an institutionally accredited institution shall be deemed to have fulfilled the general education course requirements for the associate degree.

Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.

Students who intend to transfer shall be advised of limitations transfer institutions may place on the transferability of credits, based on institutional accreditation, course modality, and any other relevant factors.

### **Coursework for Baccalaureate Degrees**

The student must satisfactorily complete at least 120 semester units or 180 quarter units of degree-applicable credit courses.

The courses must include at least 40 semester or 60 quarter units or equivalent of total upper-division coursework, including units in the major and in general education. The courses must include a minimum of nine semester or 13.5 quarter units of upper division general education courses.

“Upper division courses” require the application of lower division knowledge and the demonstration of critical thinking through writing, oral communication, or computation. Upper division coursework may encompass research elements, workforce training, apprenticeships, internships, and may require practicum or capstone projects. Upper division courses may have one or more lower or upper division prerequisites.

A “major” is defined above.

General education courses must come from at least two disciplines outside of the major, one of which must have an emphasis in written communication, oral communication, or computation.

A lower division course may meet an upper division course requirement but may not be counted toward the required minimum number of upper division units.

### **Other Conditions for Awarding Baccalaureate Degrees**

The District will award a baccalaureate degree to students who fulfill the coursework requirements described above and who meet the following conditions:

The student satisfactorily completed each course designated as an upper-division major requirement with a minimum grade of “C”, or “P” if taken on a “pass-no pass” basis.

The student satisfactorily completed at least 12 semester units or 18 quarter units of upper-division coursework in residence. The Board may excuse the residence requirement to alleviate undue hardship.

The student completed the requirements for the baccalaureate degree with a minimum cumulative grade point average of 2.0 in degree-applicable courses. If units accumulated beyond those required for the degree lower a student’s cumulative GPA below 2.0, the District may compute the GPA based solely on courses used to satisfy the degree requirements, provided that the coursework used to compute the grade point average fulfill all major and general education requirements.

The District will count courses completed within another California higher education segment, or at an institutionally accredited institution meeting District standards of rigor, toward baccalaureate degree unit requirements.

Courses may meet multiple requirements, including general education, a major, and additional requirements, if locally approved to do so. A course may not be counted in more than one general education area, even if approved in multiple areas.

Students may receive credit for knowledge or skills acquired through the District's procedures for awarding credit for prior learning.

Students who have already been awarded a bachelor's degree from an institutionally accredited institution shall be deemed to have fulfilled the general education course requirements for the baccalaureate degree.

Students who have completed the California General Education Transfer Curriculum (Cal-GETC) shall be deemed to have fulfilled the lower-division general education requirements for the baccalaureate degree.

Students may petition to have noncredit courses counted toward satisfaction of baccalaureate degree requirements.

### **Certificates of Achievement and Other Credit Programs**

For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of [ **16 or more semester units or 24 or more quarter units**] of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

Shorter credit programs that lead to a certificate may be established by the District.

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

Certificates for which California Community Colleges Chancellor's Office approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

The District may obtain approval of a direct assessment competency-based program from the California Community Colleges Chancellor's Office.

**Revised 8/06, 8/07, 2/08, 10/18, 4/22, 4/23, 4/24, 10/25**

### § 40402. Required Scholarship.

Each undergraduate student shall complete with a grade point average of 2.0 (grade C) or better:

- (a) All units applicable toward a degree, including those accepted by transfer from another institution;
- (b) All units in the major; and
- (c) All units attempted at the campus granting the degree, except that only those courses in which a letter grade (A, B, C, D, F) is assigned shall be used in computing grade point average.

In computing the grade point average, units attempted or grade points earned for previous attempts of courses which have been repeated with the approval of the appropriate campus authority, shall be excluded.

When, in the opinion of the appropriate campus authority, work completed during a previous enrollment at the campus or at another institution of higher education is substandard and not reflective of the student's present scholastic ability and level of performance, all work completed during one or two semesters (or up to three quarters), as the appropriate campus authority shall decide, may be disregarded in the computation of grade point averages and other requirements for graduation. The Chancellor shall establish provisions for the administration of this section.

### § 40403. Required Residence.

- (a) Except as otherwise provided in this Section,
  - 30 semester units (45 quarter units) shall be earned in residence at the campus granting the degree.
  - 24 of these units (36 quarter units) shall be earned in upper division courses and
  - 12 of the semester units (18 quarter units) shall be in the major.
- (b) Extension credit (often associated with professional development activities) or credit by evaluation shall not be used to fulfill any requirement prescribed by this section; provided, however, that the Chancellor may designate specified extension courses that may be offered for residence credit and may establish policies and procedures under which residence credit may be earned by evaluation. Academic credit earned through extended education may be applied toward the degree requirements.
- (c) When the circumstances of an individual case make it appropriate, the appropriate campus authority may authorize the substitution of credit earned at other campuses or institutions for residence credit.

### §55060. Philosophy and Criteria for the Associate Degree and General Education.

- (a) District governing boards shall adopt and maintain a policy that states their goals for offering associate degrees and their specific philosophy on general education. In developing this policy, governing boards shall consider the following policy of the Board of Governors:

The Associate Degree provides a framework within which students complete patterns of learning experiences designed to develop capabilities and insights to support their academic and career goals. Among these capabilities and insights are competencies that are germane to all aspects of higher education and comprise a “general education” curriculum, such as the ability to think critically and to communicate clearly and effectively both orally and in writing, to use quantitative reasoning, understand the modes of inquiry of the major disciplines, to be aware of other cultures and times, to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding.

Furthermore, general education introduces students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must have mastered principles, concepts, and methodologies both unique to and shared by the various disciplines. A general education program should create coherence and integration among the separate requirements and involve students actively in examining values inherent in proposed solutions to major social problems.

(b) District governing boards shall establish criteria to determine which courses may be used to implement their goals for the associate degree and their philosophy of general education.

#### **§55061. Associate Degree Course Requirements.**

- a. District governing boards may only approve associate degrees that meet the following course requirements:
- b. (a) A **minimum of 60 semester units** (90 quarter units) of **degree-applicable lower** division credit courses, including courses that apply to the major or area of emphasis in career technical fields and courses in composition, reading, and mathematics or quantitative reasoning **not more than one level below transfer**. Below transfer level course requirements must align with Education Code section 78213.
- c. (b) A minimum of **18 semester** units (27 quarter units) of focused study in a **major** or interdisciplinary **area of emphasis**.
- d. (1) A “major” is a focused program of study within a specific discipline, which may include some coursework outside the primary discipline. Programs designed to provide transfer preparation must be designed to meet specific lower-division requirements in comparable baccalaureate majors.
- e. (2) An “area of emphasis” is 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.
- f. (c) A **minimum of 21 semester units** (28 - 31.5 quarter units) of **general education** in the areas described below.
- g. (1) **English Composition, Oral Communication, and Critical Thinking (minimum of 6 semester/8 quarter units)** including:
  - h. (A) **English Composition** (minimum of 3 semester/4 quarter units). Courses fulfilling this requirement must be baccalaureate-level and include expository and argumentative writing.
  - i. (B) **Oral Communication and Critical Thinking** (minimum of 3 semester / 4 quarter units). Courses fulfilling this requirement must be baccalaureate-level and may include oral communication and critical thinking courses.

- j. (2) **Mathematical Concepts and Quantitative Reasoning** (minimum of 3 semester / 4 quarter units). Courses fulfilling this requirement must be at least college-level and may include mathematics or quantitative reasoning courses, including logic, statistics, computer languages, and related disciplines.
- k. (3) **Arts and Humanities** (minimum of 3 semester / 4 quarter units). Courses in the humanities study the cultural activities and artistic expressions of human beings. Such courses develop students' awareness of how people throughout the ages and in different cultures respond to themselves and the world around them in artistic and cultural creation, and develop students' aesthetic understandings and abilities to make value judgments. Courses fulfilling this requirement may include introductory or integrative baccalaureate-level courses in the visual and performing arts, art history, foreign languages, literature, philosophy, religion, and related disciplines.
- l. (4) **Social and Behavioral Sciences** (minimum of 3 semester / 4 quarter units). Courses in the social and behavioral sciences focus on people as members of society and develop awareness of the methods of inquiry used by the social and behavioral sciences. They stimulate critical thinking about how people act and have acted in response to their societies and promote appreciation of how societies and social subgroups operate. Courses fulfilling this requirement may include introductory or integrative baccalaureate-level courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology, and related disciplines.
- m. (5) **Natural Sciences** (minimum of 3 semester / 4 quarter units). Courses in the natural sciences examine the physical universe, its life forms, and its natural phenomena, helping students appreciate and understand the scientific method and the relationships between science and other human activities. Courses fulfilling this requirement may include introductory or integrative baccalaureate-level courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics, and other scientific disciplines.
- n. (6) **Ethnic Studies** (minimum of 3 semester/4 quarter units). Courses fulfilling this requirement may include baccalaureate-level courses in the four autonomous disciplines within Ethnic Studies: Black Studies; African American Studies; Africana Studies; Native American Studies; Chicano/a/x; Latino/a/x Studies/La Raza Studies; and Asian American Studies.
- o. (d) "Integrative baccalaureate-level courses" draw broad connections between multiple perspectives and methodologies and demonstrate relationships within or between disciplines.

#### **§55062. Conditions for Awarding the Associate Degree.**

(a) District governing boards shall confer the associate degree upon students who have fulfilled the course requirements of section 55061, and who have met the following conditions:

(1) Satisfactory completion of at least **12 semester units** (18 quarter units) in residence within the college district. Governing boards shall adopt policies that permit students to **obtain waivers of this requirement in order to alleviate injustice and undue hardship.**

(2) Satisfactory completion of each course counted toward the major or area of emphasis requirement with a grade of “C” or better, or of “P” if the course is taken on a “pass-no pass” basis;

(3) Completion of a minimum 21 semester units (or 28 - 31.5 quarter units) general education pattern pursuant to section 55061, or completion of the requirements for an approved intersegmental lower-division general education pattern used for transfer to the University of California or the California State University; and

(4) Completion of the requirements for the associate degree with a minimum cumulative grade point average of 2.0 in the degree-applicable courses. If units accumulated beyond those required for the degree lower a student's cumulative grade point average below 2.0, colleges may compute the grade point average based solely on those courses used to satisfy the degree requirements, provided that the coursework used to compute the grade point average fulfill all major/area of emphasis and general education requirements.

(b) Courses that meet or exceed the standards of the California Community Colleges completed at other institutionally accredited institutions shall be counted toward associate degree unit requirements.

(c) Courses may meet multiple requirements, including general education, a major or area of emphasis, and additional requirements stated in section 55061 when courses are locally approved to meet multiple requirements. However, one course may not be counted in more than one general education area, even if the course is approved in multiple general education areas. Students may use the same course to meet a local general education requirement and to satisfy a general education requirement at the California State University or the University of California if that segment accepts the course for this purpose.

(d) Students may receive credit for knowledge or skills acquired through a district's procedures for awarding credit for prior learning.

(e) Students who have been awarded a bachelor's degree from an institutionally accredited institution shall be deemed to have fulfilled the general education course requirements for the associate degree.

(f) The governing board of each community college district shall establish procedures by which a student may petition to have completion of a noncredit course counted toward satisfaction of the requirements for an associate degree. (*Also non-institutionally accredited institution*)

(g) Students who intend to transfer shall be advised of limitations transfer institutions may place on the transferability of credits, based on institutional accreditation, course modality, and any other relevant factors.

#### **§55070. Credit Certificates. (AR 4100.2)**

(a) Any grouping of courses consisting of 16 or more semester units or 24 or more quarter units of degree-applicable credit coursework shall constitute an educational program subject to approval by the Chancellor pursuant to section 55130. The college-awarded document

confirming that a student has completed such a program shall be known as a certificate of achievement and may not be given any other designation. The award of a certificate of achievement is intended to represent more than an accumulation of units. Listing of the certificate of achievement on a student transcript symbolizes successful completion of patterns of learning experiences designed to develop specific capabilities that may be oriented to career, intersegmental general education, or local needs; provided, however, that no grouping of courses may be approved as a certificate of achievement pursuant to this section if it consists solely of basic skills. For this subdivision, "intersegmental general education" includes coursework taken to satisfy **transfer patterns** established by the University of California and the California State University or **accredited public postsecondary institutions in adjacent states that award the baccalaureate degree**???

(b) Shorter credit programs leading to a certificate may be established without review and approval by the Chancellor after approval by the college curriculum committee and the district governing board. Such a certificate may be given any name or designation deemed appropriate by the district governing board, except that such a certificate may not be referred to as a certificate of achievement, a certificate of completion, or a certificate of competency, unless approved by the Chancellor pursuant to subdivision (c). Such a certificate **may not be listed on a student's transcript unless approved** by the Chancellor pursuant to subdivision (c). (*Dept Certificate*)

(c) A district may submit to the Chancellor two or more courses totaling 8 or more semester units or 12 or more quarter units of degree-applicable credit coursework and request that it be approved as a program leading to a certificate of achievement. The Chancellor may approve such a program if the Chancellor determines that a district satisfies the requirements of subdivision (a) despite requiring fewer than 16 semester or 24 quarter units of degree-applicable credit coursework.

(d) A description of each approved program shall be included in the **college catalog**.

(e) The Chancellor shall develop forms and procedures for submitting applications for approval of a program leading to a certificate of achievement.

#### **§55090. District Baccalaureate Degree Policies.**

Community college baccalaureate degrees shall be offered pursuant to policies adopted and maintained by district governing boards that meet the requirements of this article. These policies shall also reflect districts' philosophy on general education, and state districts' baccalaureate degree goals which shall include addressing unmet local and regional workforce needs.

#### **§55091. Baccalaureate Degree Upper Division Course Requirements.**

(a) "Upper division courses" require the application of lower division knowledge and the demonstration of critical thinking through writing, oral communication, or computation. Upper division coursework may encompass research elements, workforce training, apprenticeships, internships, and may require practicum or capstone projects. Upper division courses may have one or more lower or upper division prerequisites.

(b) "Major" has the same meaning as in Section 55061.

(c) A baccalaureate degree requires fulfillment of the following upper division requirements:

(1) A minimum of 40 semester or 60 quarter units or equivalent of total upper division coursework, including units in the major and in general education;

(2) A minimum of nine semester or 13.5 quarter units of upper division general education courses; and

(3) general education courses must come from at least two disciplines outside of the major, one of which must have an emphasis in written communication, oral communication, or computation.

(d) A lower division course may meet an upper division course requirement but may not be counted toward the required minimum number of upper division units.

(e) Enrollment in upper division courses shall be limited to students admitted to a baccalaureate program at a California community college.

#### **§55092. Conditions for Awarding the Baccalaureate Degree.**

(a) District governing boards shall confer the baccalaureate degree upon students who have fulfilled the course requirements of Sections 55061 and 55091, and who have met the following conditions:

(1) Completion of a minimum of 120 semester or 180 quarter units.

(2) Completion of a minimum of 36 semester or 54 quarter units of general education that includes:

(A) Completion of the requirements in Section 55061 and 55062 to align with the lower division general education patterns of the associate and baccalaureate degrees;

(B) Completion of the upper division general education requirements in Section 55091; (9units)

(C) Completion of additional general education courses to meet the minimum total units that may be lower division, upper division, or any combination of lower and upper division.

(3) Courses designated as an upper division major requirement must be completed with a minimum grade of "C" (or "P");

(4) Satisfactory completion of at least 12 semester units (18 quarter units) of upper division courses at colleges within the awarding district. Governing boards shall adopt policies that permit students to obtain waivers of this requirement in order to alleviate undue hardship; and

(5) Completion of the requirements for the baccalaureate degree with a minimum cumulative grade point average of 2.0 in the degree-applicable courses. If units accumulated beyond those required for the degree lower a student's cumulative grade point average below 2.0, colleges

may compute the grade point average based solely on those courses used to satisfy the degree requirements, provided that the coursework used to compute the grade point average fulfill all major and general education requirements.

(b) Courses shall be counted toward baccalaureate degree unit requirements if they were completed within a California segment of higher education or, if they meet district standards of rigor, were completed at another institutionally accredited institution.

(c) Courses may meet multiple requirements, including general education, a major, and additional requirements stated in Sections 55061 and 55091 when courses are locally approved to meet multiple requirements. However, one course may not be counted in more than one general education area, even if the course is approved in multiple general education areas.

(d) Students may receive credit for knowledge or skills acquired through a district's procedures for awarding credit for prior learning as per Section 55050.

(e) Students who have been awarded a bachelor's degree from an institutionally accredited institution shall be deemed to have fulfilled the general education course requirements for the baccalaureate degree.

(f) Students who have completed the California General Education Transfer Curriculum (Cal-GETC) shall be deemed to have fulfilled lower division baccalaureate degree requirements, and shall not be required to complete further lower division general education courses.

(g) District governing boards shall establish procedures for students to petition to have completion of a noncredit course counted toward satisfaction of the requirements for a baccalaureate degree, if such degrees are offered in the district.

### **§55093. Admissions.**

(a) Districts hosting baccalaureate degree programs shall establish separate application processes for each such program. All enrollment and admission priorities established by the Legislature for community college courses shall apply to baccalaureate degree programs.

(b) District governing boards may apply criteria for admission to baccalaureate degree programs when enrollment must be restricted due to limitations on funding, facilities, practicum sites, or other similar capacity restraints. Permissible admissions criteria shall be established and maintained by the Chancellor's Office.

### **§55270. Scope and Intent.**

The purpose of this article is to support the implementation of direct assessment competency-based education programs to better serve the diversity of California community college students, ensure access to educational pathways and opportunities for academic and career success, and to achieve more equitable student outcomes. The intent of this article is to ensure program quality and to provide learning opportunities that are meaningful and authentic, particularly for students from minoritized communities, and those identified by the college as being disproportionately impacted pursuant to Education Code, Section 78220.

The goal of this form of competency-based education is to empower students in their learning journey by providing a personalized, flexible, adaptive, and culturally responsive curriculum with which students can engage. Competency-based education allows students to demonstrate mastery of learning and the achievement of competencies at their own pace, aided by customized instructional and support services.