Administrative Regulation
Chapter 4 – Academic Affairs

AR 4100.2 CERTIFICATES AND GENERAL EDUCATION CERTIFICATION

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

For a Certificate of Achievement, a student must successfully complete a course of study or curriculum of 16 or more semester units of degree-applicable credit coursework. The District may establish shorter credit programs that lead to a certificate (fewer than 16 semester units).

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

GENERAL EDUCATION CERTIFICATION

"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.

- Partial certification: 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.

- Full general education certification 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: 10/29/2025, 11/12/2025, 3/12/2026

Formerly AR 4354 Career and Department Certificates of Completion,
AR 4354.1 IGETC Certificate of Achievement and AR 4354.2 CSUGE Certificate of Achievement

AP 4100 Graduation Requirements for Degrees and Certificates

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:*

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, intersegmental, ~~or~~ general education, or local needs.

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.~~

THOMSON REUTERS WESTLAW California Code of Regulations

§ 55070. Credit Certificates.

Help

5 CA ADC § 55070
Barclays Official California Code of Regulations

Barclays California Code of Regulations
Title 5. Education
Division 6. California Community Colleges
Chapter 6. Curriculum and Instruction
Subchapter 1. Programs, Courses and Classes
Article 7. Credit Certificates

5 CCR § 55070

§ 55070. Credit Certificates.

Currentness

(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).

(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.

Credits
NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

HISTORY

1. New article 7 (sections 55070-55072) and section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

2. Amendment of subsection (a) filed 5-16-2008; operative 6-15-2008. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2008, No. 21).

3. Amendment of subsections (a) and (c) filed 7-24-2018; operative 8-23-2018. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2018, No. 31).

4. Amendment filed 12-12-2025; operative 1-11-2026. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2026, No. 3).

This database is current through 10/2/26 Register 2026, No. 40.

Cal. Admin. Code tit. 5, § 55070, 5 CA ADC § 55070

END OF DOCUMENT