ADMINISTRATIVE PROCEDURE 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

I. Statement of Philosophy

The Associate Degree signifies successful completion of a program of organized study and learning experiences designed to impart knowledge and to develop skills, appreciations, attitudes, and values which will be useful to its recipients and to the society in which they live.

A. General

1. Each Peralta College shall publish a list of courses meeting graduation requirements. These lists shall be maintained and approved at each college.

2. Degree requirements fulfilled by a student attending one Peralta College shall be accepted as fulfillment of requirements at another Peralta College.

B. Associate Degree Requirements (general)

To award an Associate Degree in any of the Peralta Colleges, the college must certify that the following requirements have been met:

1. Satisfactory completion of at least 60 semester units in a curriculum accepted by the college toward a degree, as shown in its catalogs.

2. Twelve (12) semester units of the required units completed in residence at the college awarding the degree.

3. Completion of at least 18 semester units of study in a discipline or from related disciplines as per the requirements listed in the college catalogs.

C. Associate Degree Requirements (not AA-T or AS-T).

All courses fulfilling the foregoing requirements are to be indicated by the individual colleges in their catalogs. Some requirements may be met through credit by examination. The final transcript must show credit received in each of the first four categories listed in #3 below, and the credit received in these first four categories must add up to at least 19 semester units.

1) A minimum grade point average of 2.0 is required in each of the following.
   a. Overall grade point average
   b. General education requirements

2) A “C” grade or better is required in each course in the major and in Area 4.a., English Composition, and Area 4.b., Mathematics.

3) Satisfaction of the following General Education distribution requirements:
   A minimum of 3 semester units is required in all areas except computer literacy (Area 4.c) for which a minimum of 1 semester unit is required.
   a. Natural Sciences
   b. Social and Behavioral Sciences
   c. Humanities
   d. Language and Rationality
      (1) English Composition*
      (2) Mathematics*
3) Computer Literacy one (1) course 1 semester unit
4) Oral and Written Communication one (1) course 3 semester units
5) Ethnic Studies one (1) course 3 semester units

May simultaneously satisfy any one of the above four requirements if it is offered within that discipline, Ethnic Studies will be offered in at least one of the required areas.

*English Composition and Mathematics require a grade of “C” or better.

D. Associate Degree Requirements (AA-T and AS-T)

The following is required for the AA-T or AS-T degrees:
1. A minimum of 60 CSU-transferable courses semester units.
2. A minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors require a higher GPA.
3. Completion of a minimum of 18 semester units in an “AA-T” or “AS-T” major. All course in the major must be completed with a grade of “C” or better of a “P” if the course in taken on a “pass-no-pass” basis (Title 5 Section 55063).
4. Certified completion of the California State University General Education-Breadth pattern (CSUGE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. Per Education Code there are no local general education requirements.
5. Double counting of courses is recommended by California Education Code.

The AA-T or AS-T is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing these degrees are guaranteed admission to the CSU system, but not to a particular CSU campus or to a university or college that is not part of the CSU system.

II. General Education Requirements for the Associate Degree

A. Natural Sciences

Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course should help the student develop an appreciation and understanding of the scientific method, and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology chemistry, general physical science, geology, meteorology, oceanography, physics, and other scientific disciplines.

B. Social and Behavioral Sciences

Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course should help the student develop an awareness of the method of inquiry used by the social and behavioral science. It should stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in anthropology, economics, history, political science, psychology, sociology, and related disciplines.

C. Humanities

Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course should help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.
D. Language and Rationality
Courses in language and rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression, and critical evaluation of communication in whatever symbol system the student uses.

1. English Composition: Minimum level of English 1A, Freshman Composition, or an equivalent course.
2. Mathematics: Minimum level of intermediate algebra or an equivalent course.
3. Computer Literacy: A broad understanding of computer concepts
4. Oral or Written Communication, or Literature: Requirement shall include written communication, literature, or selected English as a Second Language courses.

E. Ethnic Studies
Ethnic Studies is an intensive and scholarly study of African-American, Hispanic, Asian, and/or Native American experiences in the United States involving an examination of these cultures and the history, social, economic, and political influences on them.

III. Certificate of Achievement Requirements
To award a Certificate of Achievement (approved by the State Chancellor’s Office) in any of the Peralta Colleges, the college shall certify that the following requirements have been met:

A. Minimum of 18 semester units in the major; and completion of a specified program of courses with a “C” grade or better in each course; OR
B. Completion of 12-17.5 units in a specified program of courses with a “C” grade or better in each course.

IV. Certificate of Proficiency Requirements:
To award a Certificate of Proficiency (approved locally) in any of the Peralta Colleges, the college shall certify that the following requirements have been met:

A. Up to and including 17.5 semester units
B. Completion of specified courses with a “C” grade

Certificates of Proficiency will not appear on student transcripts.

V. Use of Coursework From Another Regionally Accredited Institution
A. Students may satisfy the requirements for any general education area (or other degree requirement) through the submission of an official transcript that demonstrates one of the following:

1. Completion of an approved course in the same general education area at another California Community College; or
2. Completion of a course at a regionally accredited college or university in a comparable general education area (including upper division coursework); or
3. Completion of a comparable course at a regionally accredited college or university (including upper division coursework).

B. Students who submit an official transcript showing they have completed a Bachelor’s degree from a regionally accredited institution and who complete an associate degree (such as an Associate Degree in Nursing) will have satisfied the Peralta Community College District associate degree general
education requirements by having previously completed the Bachelor's degree.

C. Students may also use upper division coursework to fulfill the requirements for a comparable course offered at a Peralta College upon approval by the appropriate department chair(s) and administrator(s).

VI. Catalog Rights:

Students completing the requirements for the Associate degree, Certificate of Achievement, or Certificate of Proficiency have catalog rights. A student's catalog rights are defined as maintaining enrollment in at least one semester per academic year, excluding summer session and intersessions (continuing enrollment), in any of the four Peralta Colleges. The "withdrawal" symbol (W) constitutes enrollment. A student's catalog rights include:

A. The regulations in effect at the time the student entered the college, provided the student has been in continuing enrollment until the requirements for the degree/certificate are completed; or

B. The regulations current at the time the student re-enters the major program and remains in continuing enrollment until the requirements for the degree/certificate are completed; or

C. The regulations current at the time the student files and receives the degree/certificate.

References:
Education Code Sections 70902(b)(3), Sections 66745 et seq.;
Title 5 Sections 55060 et seq.;
Accreditation Standard II.A.3

Approved by the Chancellor: March 13, 2012
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