

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 successfully completed in residence at the college awarding the degree (also applies to the Associate Degrees for Transfer, section D but not to Certificates of Achievement, in section III or Certificates of Proficiency in section IV, below).**
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.
4. Peralta accepts 4 quarter units as equivalent to 3 semester units (2.67 semester units satisfies for degree and certificate units).

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.

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| a. Natural Sciences | one (1) course | 3 semester units |
| b. Social and Behavioral Sciences | one (1) course | 3 semester units |
| c. Humanities | one (1) course | 3 semester units |
| d. Language and Rationality | four (4) courses | |
| (1) English Composition* | one (1) course | 3-4 semester units |
| (2) Mathematics* | one (1) course | 3-4 semester units |
| (3) Computer Literacy | one (1) course | 1 semester unit |
| (4) Oral or Written Communication,
or Literature | 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.

4) Peralta accepts 4 quarter units as equivalent to 3 semester units (2.67 semester units satisfies for degree and certificate units).

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 is 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.
6. Peralta accepts 4 quarter units as equivalent to 3 semester units (2.67 semester units satisfies for degree and certificate units).

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 (Peralta degrees)

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, as well as courses in History or other appropriate disciplines that have been approved for the Humanities area for a specific PCCD college in either the CSU or IGETC general education patterns.

D. Language and Rationality

Courses in language and rationality are these 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 for Speakers of Other Languages.

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 16 semester units in the major; and completion of a specified program of courses with a "C" grade or better in each course.
- B. The Certificate of Achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career and general education.
- C. Peralta accepts 4 quarter units as equivalent to 3 semester units (2.67 semester units satisfies for degree and certificate units).

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 15.5 semester units
- B. Completion of specified courses with a "C" grade
- C. Peralta accepts 4 quarter units as equivalent to 3 semester units (2.67 semester units satisfies for degree and certificate units).

Certificates of Proficiency will **not** appear on student transcripts.

V. Certificate of Competency (Noncredit):

A Certificate of Competency is awarded when a student completes noncredit coursework in a prescribed pathway that prepares a student to take credit coursework, including basic skills and ESL and is approved by the State Chancellor's Office. A noncredit Certificate of Competency is a document certifying that a student enrolled in a noncredit educational program of noncredit courses and has attained a set of competencies that prepares the student to progress in a career path or to undertake degree-applicable or non-degree-applicable credit courses.

VI. Certificate of Completion (Noncredit):

A Certificate of Completion is awarded when a student has completed noncredit courses in a prescribed pathway leading to improved employability or job opportunities and approved by the State Chancellor's Office. A noncredit Certificate of Competency is a document certifying that a student has completed a noncredit educational program of noncredit courses that prepares the student to progress in a career path or to take degree-applicable credit courses.

VII. Use of Coursework from Another Accredited Institution

- A. Students may use both lower and upper division coursework from a regionally accredited institution to fulfill both subject and unit requirements of a comparable PCCD course upon approval by the appropriate department chair(s) and administrator(s).

Students may also use coursework from a nationally accredited institution for local (PCCD) associate degrees and certificates. However, these courses are not accepted by many four-year institutions and shall not be used to certify CSU General Education and/or IGETC (Intersegmental General Education Transfer Curriculum) requirements.

- B. Students may use coursework completed at another regionally or nationally accredited institution to fulfill program, general education, and/or elective unit requirements for the associate degree or certificate programs. Specifically, students may use coursework from another regionally or nationally accredited institution to fulfill any or all of the following:
 - 1. Course or program requirements for a certificate or for the major in an associate degree;
 - 2. General Education graduation requirements, including approved course(s) in the same or similar general education area(s) at another California Community College; and
 - 3. Elective units to meet the 60 semester unit requirement for an associate degree.

Although PCCD may receive and apply coursework students earned at another regionally or nationally accredited institution towards specified program, general education, and/or elective unit requirements for the PCCD degree, PCCD cannot guarantee the same coursework will transfer and be used for the same

requirements at another institution. However, students may not use coursework from a nationally accredited institution to satisfy program, general education, or elective requirements for an AS-T or AA-T degree (see section I.C. above).

Note: Students may NOT use outside coursework to satisfy the 12 unit Residency requirement.

- C. Students who have already earned a Bachelor's degree from a regionally accredited institution will not be required to complete Peralta Community Colleges general education requirements. NOTE: Some Peralta Community College degrees require specific general education coursework that may not be waived even if a student has earned a Bachelor's degree.
- D. Students who have earned a degree(s) from a foreign institution(s) must have a foreign transcript evaluation service evaluate their degree(s). If the service certifies that the student's degree is the equivalent of a regionally accredited U.S. Bachelor's degree, the student will not be required to complete Peralta Community College District's associate degree general education requirements.
- E. Peralta accepts 4 quarter units as equivalent to 3 semester units (2.67 semester units satisfies for degree and certificate units).

VIII. Credit for Military Experience

Completion of a minimum of one year's active duty with the Armed Forces of the United States, including completion of a basic or recruit training program and receipt of an honorable discharge, provides six semester units of elective credit toward the associate degree. The credit is given once 12 semester units have been completed at the Peralta Colleges.

To receive credit for military service, students must provide an original DD-214 or an official unopened JST (Joint Services Transcript) for scanning or photocopying by a Peralta staff or faculty member.

A DD-214 may also be used to satisfy the subject and unit requirements for CSU GE Area E, Lifelong Learning and Self-Development.

IX. Catalog Rights:

Students completing the requirements for the Associate degree (local), the Associate Degree for Transfer, Certificate of Achievement, Certificate of Proficiency, Certificate of Completion, and Certificate of Competency 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.
- D. If the student only enrolls in summer session, then their catalog rights would be the fall term immediately after their summer enrollment.

References:

Education Code Sections 70902(b)(3), Sections 66745 et seq.;
Title 5 Sections 55060 et seq.;

Approved by the Chancellor: March 13, 2012
Revised and approved by the Chancellor: May 24, 2013
Revised and approved by the Chancellor: December 15, 2014
Revised and approved by the Chancellor: October 21, 2015
Revised and approved by the Chancellor: January 9, 2017
Revised and approved by the Chancellor: September 29, 2017
Revised and approved by the Chancellor: March 7, 2019
Revised and approved by the Chancellor: June 17, 2019
Revised and approved by the Chancellor: January 5, 2021