

Note: This procedure is *legally required* to reflect changes in Title 5 references numbers, revises criteria for certificates. Local practice may be inserted. **New – GCCCD Procedure**

First Reading–3/26/12
Second Reading–4/23/12
Final Reading–5/23/12
Final Reading–6/25/12
DEC Final Reading–7/9/12

AP 4100 Graduation Requirements for Degrees and Certificates

Reference: *Title 5 Sections 55060 et seq.*

Date Issued:

[CCLC provided the template, except italicized language]

In compliance with Title 5 regulations; the Grossmont-Cuyamaca Community College District (District) Chancellor shall ensure that procedures for graduation requirements for degrees and certificates shall address, but may not be limited to the following components:

- For the Associate *in Arts* or Associate in Science degree, a student must demonstrate *competency* in reading, in *writing, expression* and in mathematics *by maintaining a 2.0 average in subjects attempted*. The student must satisfactorily complete at least 60 semester units.
- A definition of “college work” that provides that courses acceptable toward the associate 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.
- The work must include at least 18 semester units or 27 quarter units in general education and at least 18 semester units or 27 quarter units in a major listed in the Community Colleges “Taxonomy of Programs.”
- The work must include at least 12 semester units or 18 quarter units of study in residence; exceptions to the residence requirement can be made by the *District Governing Board* when an injustice or undue hardship would result.
- The general education requirements *shall* include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality.
- Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.
- Ethnic studies *shall* be offered.
- District policies and procedures regarding general education and degree requirements *shall* be published in the *Grossmont College and Cuyamaca College catalogs and on the District’s website*. *Additionally, the District policies and procedures shall be filed with the California Community Colleges Chancellor’s Office.*

- For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of *[18 or more semester units or 27 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 *shall* be established by the District.
- Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of *Grossmont-Cuyamaca Community College District* and 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.