

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. Each Peralta College shall publish a list of courses meeting graduation requirements. These lists shall be maintained and approved at each college.
 - B. Degree requirements fulfilled by a student attending one Peralta College shall be accepted as fulfillment of requirements at another Peralta College.
 - C. Peralta accepts 4 quarter units as equivalent to 3 semester units (2.67 semester units satisfies for degree and certificate units).

II. Associate Degree Requirements

- A. To award an Associate Degree at each college in the district, 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 III but not to Certificates of Achievement, in section IV or Certificates of Proficiency in section V, below).
 - 3. Completion of at least 18 semester units of study in a discipline or from related disciplines
 - 4. as per the requirements listed in the college catalogs.
- B. All courses fulfilling the foregoing requirements are to be indicated by each college in their catalog. Some requirements may be met through credit for prior learning. 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 18 semester units.
 - 1. A minimum grade point average of 2.0 is required in each of the following.
 - i. Overall grade point average
 - ii. General education requirements
 - 2. A "C" grade or better is required in each course in the major and in Area 1 - English Composition, Oral Communication, and Critical Thinking, and Area 2 - Mathematical Concepts and Quantitative Reasoning.
 - 3. Satisfaction of the Title 5 55061, Associate Degree Requirements.

(1) English Composition, Oral Communication, and Critical Thinking (A) English Composition (B) Oral Communication and Critical Thinking	Two (2) courses	Minimum of 6 semester units Minimum of 3 semester units Minimum of 3 semester units
(2) Mathematical Concepts and Quantitative Reasoning	One (1) course	Minimum of 3 semester units
(3) Arts and Humanities	One (1) course	Minimum of 3 semester units
(4) Social and Behavioral Sciences	One (1) course	Minimum of 3 semester units
(5) Natural Sciences	One (1) course	Minimum of 3 semester units
(6) Ethnic Studies	One (1) course	Minimum of 3 semester units

Completion of California State University General Education Pattern (CSU GE), Intersegmental General Education Transfer Curriculum (IGETC), or California General Education Transfer Curriculum (Cal-GETC) can substitute for the local GE pattern.

III. Associate Degree for Transfer Requirements:

- A. There are two Associate Degrees for transfer: Associate of Arts degree for transfer (AA-T) and Associate of Science degree for transfer (AS-T).
- B. The following is required for the AA-T or AS-T degree:
 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 or area of emphasis. All courses in the major or area of emphasis must be completed with a grade of "C" or better or a "P" if the course is taken on a "pass- no-pass" basis (Education Code 66746).
 4. Certified completion of the California General Education Transfer Curriculum (Cal-GETC). Per Education Code there are no local general education requirements.
 5. No additional local course requirements may be required.

IV. General Education Requirements to be completed for the Associate Degree (Peralta degrees)

1.A. English Composition

Courses fulfilling this requirement must be baccalaureate-level and include expository and argumentative writing.

1.B. Oral Communication and Critical Thinking

Courses fulfilling this requirement must be baccalaureate-level and may include oral communication and critical thinking courses.

2. Mathematical Concepts and Quantitative Reasoning

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.

3. Arts and Humanities

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.

4. Social and Behavioral Sciences

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.

5. Natural Sciences

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.

6. Ethnic Studies

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.

V. Certificate of Achievement Requirements

To award a Certificate of Achievement (approved by the State Chancellor's Office) at each college in the district, the college shall certify that the following requirements have been met:

1. Minimum of 8 semester units in a state chaptered certificate; and completion of a specified program of courses with a "C" grade or better in each course
2. The Certificate of Achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career and general education.

VI. Certificate of Proficiency Requirements:

- A. To award a Certificate of Proficiency (approved locally) at each college in the district, the college shall certify that the following requirements have been met:
1. Up to and including 15.5 semester units
 2. Completion of specified courses with a "C" grade

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

VII. 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 ESOL 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.

VIII. Certificate of Completion (Noncredit):

- A. 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.

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

IX. 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).

B. 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.

C. 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.

D. 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.

E. Students may not use outside coursework to satisfy the 12-unit Residency requirement.

F. 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.

G. 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.

X. Credit for Military Experience

- A. 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.

- B. 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.

XI. Catalog Rights: Students completing the requirements for the local Associate degree, the Associate Degree for Transfer, Certificate of Achievement, Certificate of Proficiency, Certificate of Completion, or Certificate of Competency have catalog rights. A student's catalog rights are maintained if the student is enrolled 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. A student's catalog rights include:

1. 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
2. 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
3. The regulations current at the time the student files and receives the degree/certificate.
4. 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.; and 55270 et seq

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