
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4100 Graduation Requirements for Degrees and Certificates

References:

~~California Code of Regulations~~, Title 5, Sections 55002, 55050, 55060 et seq.
55063 and 55270 et seq.

Coursework for Associate Degrees

For the Associate in Arts or Associate in Science degree, a student must demonstrate competence in reading, in written expression, and in mathematics. The student must satisfactorily complete at least 90 quarter units of degree-applicable lower division credit courses, college work including courses that apply to the major or area of emphasis in career technical fields and courses in composition, reading, and mathematics or quantitative reasoning not more than one level below transfer, with a minimum of a 2.0 grade point average. Below transfer level course requirements must align with Education Code Section 78213.

The courses must include at least 27 quarter units of focused study in a major or interdisciplinary area of emphasis.

The work must include at least 27 quarter units in general education and at least 27 quarter units in a major listed in the Community Colleges “Taxonomy of Programs.”

The work must include at least 18 quarter units of study in residence; exceptions to the residence requirement can be made by the Board when an injustice or undue hardship would result.

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.

A “major” is a focused program of study within a specific discipline, which may include some coursework outside the primary discipline. Programs designed to provide transfer preparation must be designed to meet specific lower-division requirements in comparable baccalaureate majors.



An “area of emphasis” is an interdisciplinary program of study encompassing a broad range of courses from multiple related academic disciplines, providing the student with an academic pathway broader than a specific major but more focused than general education.

The courses must include at least 21 semester units or 28-31.5 quarter units of general education. General education must include a minimum of work in (1) English Composition, Oral Communication, and Critical Thinking, (2) Mathematical Concepts and Quantitative Reasoning, (3) Arts and Humanities, (4) Social and Behavioral Sciences, (5) Natural Sciences, and (6) Ethnic Studies.

The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality.

Students may seek to have noncredit courses counted toward the satisfaction of requirements for an associate degree in accord with Title 5, Section 55050, Credit by Examination.

~~Ethnic studies must be offered by the colleges pursuant to Title 5, Section 55063(b)(2).~~

District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the California Community Colleges Chancellor's Office.

Other Conditions for Awarding Associate Degrees

The District will award an associate degree to students who fulfill the coursework requirements described above or completed the requirements for an approved intersegmental lower-division general education pattern used for transfer to the University of California or the California State University and who met the following conditions:

The student satisfactorily completed at least 12 semester units or 18 quarter units of study in residence. The Board of Trustees may excuse the residence requirement to alleviate injustice or undue hardship.

The student satisfactorily completed each course counted toward the major or area of emphasis requirement with a grade of “C” or better, or of “P” if the course is taken on a “pass-no pass” basis.

The student completed the requirements for the associate degree with a minimum cumulative grade point average of 2.0 in the degree-applicable courses. If a student accumulates units beyond those required for the degree that lower the student's cumulative grade point average below 2.0, the District may compute the grade point average based solely on those courses used to satisfy the degree requirements.



provided that the coursework used to compute the grade point average fulfill all major or area of emphasis and general education requirements.

Courses that meet or exceed the standards of the California Community Colleges completed at other institutionally accredited institutions shall be counted toward associate degree unit requirements. A course may not be counted in more than one general education area, even if the course is approved in multiple general education areas. Students may use the same course to meet a local general education requirement and to satisfy a general education requirement at the California State University or the University of California if that segment accepts the course for this purpose.

Students may receive credit for knowledge or skills acquired through a district's procedures for awarding credit for prior learning.

Students who have been awarded a bachelor's degree from an institutionally accredited institution shall be deemed to have fulfilled the general education course requirements for the associate degree.

Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.

Students who intend to transfer shall be advised of limitations transfer institutions may place on the transferability of credits, based on institutional accreditation, course modality, and any other relevant factors.

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 ~~meets or exceeds the legally required minimum number of 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 may be established by the District.

Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of Foothill-De Anza Community College District, 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.



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

See college catalogs for specific degree and program requirements.

Also sSee BP/AP 2510 Participation in Local Decision-Making, ~~Board Policy BP 4100~~ Graduation Requirements for Degrees and Certificates, AP 4101 Independent Study, AP 4102 Career and Technical Education, AP 4103 Work Experience, AP 4104 Contract Education, AP 4105 Distance Education, and ~~BP/AP Administrative Procedure 4235 Credit for Prior Learning~~ Credit by Examination (Challengeable Courses) and Advanced Placement Examinations.

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Revised: