

Academic Affairs
DRAFT as of 10/21/13

BP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND
CERTIFICATES

References:

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

NOTE: *The language in red ink is legally required.*

The District grants the degrees of Associate in Arts and Associate in Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate upon successful completion of the appropriate degree-applicable coursework.

The Chancellor shall rely primarily on the Academic Senates to establish procedures to determine degree and certificate requirements that include appropriate involvement of each college's curriculum committee. The procedures shall assure that graduation requirements are published in the college's catalog and is available in alternative medium.

❖ **From the current CLPCCD Policy 5241 titled Graduation and Diplomas**

Upon application and completion of all degree requirements, the Associate in Arts (AA) or Associate in Sciences (AS) Degree will be posted and dated on the student's transcript permanent record card. ~~The student will be advised by letter of the completion of degree requirements.~~

NOTE: *Consider striking the current CLPCCD Policies 5239-5243 and placing these details in the college catalogs, schedules of classes, and appropriate web pages.*

~~Upon completion of all degree requirements, a diploma will be ordered to be dated the month in which the degree is completed. Students will receive their diplomas after the close of the semester in which the diploma is earned.~~

~~Students may participate in the first graduation ceremonies which immediately follows the completion of the degree requirements, except students who will complete the degree requirements at the close of the summer session. They may participate in the preceding May commencement with prior approval from the Vice President of Student Services.~~

❖ **From the current CLPCCD Policy 5242 titled Issuance of Occupational Certificates**

- ~~1. Each curriculum or course which involves a certificate of achievement or a certificate of completion will be reviewed and a recommendation made for the particular award by the appropriate Citizens' Advisory Committee and the college committee on curriculum.~~
- ~~2. To qualify for a Certificate of achievement or a certificate of completion, a student shall complete at least 80% of the required program within the District. At least 12 units must be completed at the College awarding the Certificate, at Chabot or Las Positas College, including the final three semester units of the program.~~
- ~~3. All curricula involving a certificate of achievement or a certificate of completion will be established in such a way as to permit a student to continue toward completion of the Associate in Arts or Associate in Sciences Degree without loss of units. Furthermore, where appropriate, students will be encouraged to complete this degree.~~

❖ **From the current CLPCCD Policy 5238 titled Requirements for the Degree of Associate in Arts**

~~A student is eligible for graduation with the Associate in Arts Degree when he or she has satisfactorily completed sixty semester units of work with a 2.0 average or better and has met the specific requirements outlined below:~~

Section A (General Education)	Units	
Health Education	3	
Physical Education	2	1)
American Institutions	6	
Social and Behavioral Sciences	3	2)
Natural Sciences	3	
English Composition (Language and Rationality)	6	
Communications and Analytical Thinking	3	
Mathematics	3	3)
Humanities	3	
American Cultures	3	4)

Section B (Major Field or Program) Minimum	18	5)
Section C (Electives)		6)
Total Units Required	60	

To be eligible to receive the Associate in Arts Degree from Chabot-Las Positas Community College District, a transfer student must have taken at least 12 units at Chabot or Las Positas College and must meet the specific requirements outlined above.

- 1) Students exempted from physical education are also exempted from this portion of the graduation requirements. The total graduation unit requirement is unchanged.
- 2) A course in Ethnic Studies may be credited, as appropriate, towards the completion of requirements in Social and Behavioral Sciences.
- 3) The requirement of minimum proficiency in mathematics may be met by passing one of the courses identified as meeting the Mathematics requirement with a grade of C or higher, or CR.
- 4) Complete one course identified as meeting the American Cultures requirement with a grade of "C" or higher or "CR." Where it is appropriate, the course can simultaneously satisfy other graduation or disciplinary requirements.
- 5) At least 18 semester units of study in a single discipline or related disciplines.
- 6) Units may vary depending on individual student programs.

❖ **From the current CLPCCD Policy 5240 titled Requirements for the Degree of Associate in Science**

A student is eligible for graduation with the Associate in Science Degree after satisfactorily completing no fewer than 60 semester units of work with a 2.0 average or better, and has met the specific requirements outlined below:

Section A (General Education)	Units	
American Institutions or Health	3	
Physical Education	1	1)
Social and Behavioral Sciences	3	2)
Natural Sciences	3	
English Composition (Language and Rationality)	3	
Communication and Analytical Thinking	3	
Mathematics		3)
Humanities	3	
American Cultures		4)
Section B (Major Field or Program)	18 minimum	5)
Section C (Electives)		6)
Total Units Required	60	

~~To be eligible to receive the Associate of Science Degree from Chabot-Las Positas Community College District, a student must have taken at least 12 units at Chabot or Las Positas College and meet the specific requirements outlined above.~~

- ~~1) Students exempted from physical education are also exempted from this portion of the graduation requirements. The total graduation unit requirement is unchanged.~~
- ~~2) A course in Ethnic Studies may be credited, as appropriate, towards the completion of the requirement in Social and Behavioral Sciences.~~
- ~~3) The requirement of minimum proficiency in Mathematics may be met by passing one of the courses identified as meeting the Mathematics requirement with a grade of "C" or higher or "CR".~~
- ~~4) Complete one course identified as meeting the American Cultures requirement with a grade of "C" or higher or "CR". Where it is appropriate, the course can simultaneously satisfy other graduation or disciplinary requirements.~~
- ~~5) At least 18 semester units of study in a single discipline or related disciplines.~~
- ~~6) Units may vary depending on individual student programs.~~

❖ From the current CLPCCD Policy 5243 titled Special Certification for Coursework Completed

~~Chabot-Las Positas Community College District will provide for the issuance of "Special Certification for Coursework Completed" to students when there exists a requirement mandated by law or a recognized accrediting or approval agency. Prior approval must be granted by the appropriate dean before certification is authorized.~~

~~The procedures to obtain special certification are included in the Administrative Rules and Procedures.~~

❖ From the current CLPCCD Policy 5248 titled Transfer of Units

~~Students who enroll at Chabot or Las Positas College and wish to transfer academic credit for courses taken at other accredited colleges/universities must submit official transcripts of that work to the admissions and records office.~~

~~To be credited by Chabot or Las Positas College, the course work must meet the following criteria:~~

- ~~1. The course(s) must have been taken at an accredited college/university.~~
- ~~2. The course(s) must be lower division.~~
- ~~3. The course(s) must have been completed with a grade of "D" or higher.~~
- ~~4. The content of the course(s) must be recognized as equivalent to current Chabot or Las Positas College course standards.~~

[The College Catalog is an official publication of the colleges. The rules, regulations, and procedures contained therein regarding students are made a part of the Administrative Procedures.](#)

[Also see AP 4100 titled Graduation Requirements for Degrees and Certificates, AP 4102 titled Career/Technical Education Programs, and BP/AP 4235 titled Credit by Examination](#)

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel. The language in **black ink** is from the current Chabot-Las Positas CCD Policy 5238 titled Requirements for the Degree of Associate in Arts adopted on March 19, 1996, current Chabot-Las Positas CCD Policy 5240 titled Requirements for the Degree of Associate in Science adopted on March 19, 1996, current Chabot-Las Positas CCD Policy 5241 titled Graduation and Diplomas adopted on March 19, 1996, current Chabot-Las Positas CCD Policy 5242 titled Issuance of Occupational Certificates adopted on March 10, 1996, and current Chabot-Las Positas CCD Policy 5243 titled Special Certification for Coursework Completed adopted on March 19, 1996. The language in **blue ink** is included for consideration. The **green ink** was added during the administrative review on March 21, 2013. This document was reviewed on April 8, 2013 by Chancellor's Cabinet and on April 9, 2013 by the Chancellor's Council. Additional language regarding the college catalog was added on 5-7-13 during the administrative review. This document was reviewed by representatives of the Academic Senates on December 12, 2013.

Date Adopted:

(This policy replaces current CLPCCD Policies 5238, 5240, 5241, 5242, and 5243)

Legal Citations for BP 4100

EDUCATION CODE 70902(b)(3)

70902. (a) Every community college district shall be under the control of a board of trustees, which is referred to herein as the "governing board." The governing board of each community college district shall establish, maintain, operate, and govern one or more community colleges in accordance with law. In so doing, the governing board may initiate and carry on any program, activity, or may otherwise act in any manner that is not in conflict with or inconsistent with, or preempted by, any law and that is not in conflict with the purposes for which community college districts are established.

The governing board of each community college district shall establish rules and regulations not inconsistent with the regulations of the board of governors and the laws of this state for the government and operation of one or more community colleges in the district.

(b) In furtherance of the provisions of subdivision (a), the governing board of each community college district shall do all of the following:

(1) Establish policies for, and approve, current and long-range academic and facilities plans and programs and promote orderly growth and development of the community colleges within the district. In so doing, the governing board shall, as required by law, establish policies for, develop, and approve, comprehensive plans. The governing board shall submit the comprehensive plans to the board of governors for review and approval.

(2) Establish policies for and approve courses of instruction and educational programs. The educational programs shall be submitted to the board of governors for approval. Courses of instruction that are not offered in approved educational programs shall be submitted to the board of governors for approval. The governing board shall establish policies for, and approve, individual courses that are offered in approved educational programs without referral to the board of governors.

(3) Establish academic standards, probation and dismissal and readmission policies, and graduation requirements not inconsistent with the minimum standards adopted by the board of governors.

5 CCR § 55060

Cal. Admin. Code tit. 5, § 55060

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 6. CURRICULUM AND INSTRUCTION
SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES
ARTICLE 6. THE ASSOCIATE DEGREE

§ 55060. District Policy.

The governing board of each community college district shall adopt policy consistent with the provisions of this article. The policy shall be published in the college catalog under appropriate headings, and filed with the Chancellor's Office as required by section 51004.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 66701, 70901 and 70902, Education Code.

5 CCR § 55061

Cal. Admin. Code tit. 5, § 55061

TITLE 5. EDUCATION
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§ 55061. Philosophy and Criteria for Associate Degree and General Education.

(a) The governing board of a community college district shall adopt a policy which states its specific philosophy on General Education. In developing this policy governing boards shall consider the following policy of the Board of Governors:

The awarding of an Associate Degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an Associate Degree, General Education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most importantly, General Education should lead to better self-understanding.

In establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major social problems.

(b) The governing board of a community college district shall also establish criteria to determine which courses may be used in implementing its philosophy on the associate degree and general education.

(c) The governing board of a community college district shall, on a regular basis, review the policy and criteria established pursuant to subdivisions (a) and (b) of this section.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 66701, 70901 and 70902, Education Code.

5 CCR § 55062

Cal. Admin. Code tit. 5, § 55062

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§ 55062. Types of Courses Appropriate to the Associate Degree.

The criteria established by the governing board of a community college district to implement its philosophy on the associate degree shall permit only courses that conform to the standards specified in section 55002(a) and that fall into the following categories to be offered as degree-applicable credit courses:

(a) All lower division courses accepted toward the baccalaureate degree by the California State University or University of California or designed to be offered for transfer.

(b) Courses that apply to the major or area of emphasis in non-baccalaureate career technical fields.

(c) English composition courses not more than one level below the first transfer level composition course, typically known as Freshman Composition. Each student may count only one English composition course below transfer level for credit toward the associate degree. English as a Second Language (ESL) courses which teach composition skills are not considered to be English composition courses for purposes of this subdivision.

(d) All mathematics courses above and including Elementary Algebra.

(e) Credit courses in English and mathematics taught in or on behalf of other departments and which, as determined by the local governing board require entrance skills at a level equivalent to those necessary for the courses specified in subdivisions (c) and (d) above.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 66701, 70901 and 70902, Education Code.

5 CCR § 55063
Cal. Admin. Code tit. 5, § 55063

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§ 55063. Minimum Requirements for the Associate Degree.

The governing board of a community college district shall confer the associate degree upon a student who has demonstrated competence in reading, in written expression, and in mathematics, and who has satisfactorily completed at least 60 semester units or 90 quarter units of degree-applicable credit course work (as defined in section 55002(a)) which falls into the categories described in section 55062. A college may also accept toward satisfaction of this requirement courses that were not completed at a California community college that would reasonably be expected to meet or exceed the standards of section 55002(a).

Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter, competence in written expression shall be demonstrated by obtaining a satisfactory grade in an English course at the level of the course typically known as Freshman Composition (either Freshman Composition or another English course at the same level and with the same rigor, approved locally) or by completing an assessment conducted pursuant to subchapter 6 of this chapter (commencing with section 55500) and achieving a score determined to be comparable to satisfactory completion of the specified English course. Satisfactory completion of an English course at the level of Freshman Composition shall satisfy both this competency requirement and the coursework requirement set forth in subdivision (b)(1)(D)(i) of this section. Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter, competence in mathematics shall be demonstrated by obtaining a satisfactory grade in a mathematics course at the level of the course typically known as Intermediate Algebra (either Intermediate Algebra or another mathematics course at the same level, with the same rigor and with Elementary Algebra as a prerequisite, approved locally) or by completing an assessment conducted pursuant to subchapter 6 of this chapter (commencing with section 55500) and achieving a score determined to be comparable to satisfactory completion of the specified mathematics course. Satisfactory completion of a mathematics course at the level of Intermediate Algebra shall satisfy both this competency requirement and the coursework requirement set forth in subdivision (b)(1)(D)(ii) of this section.

The competency requirements for written expression and mathematics may also be met by obtaining a satisfactory grade in courses in English and mathematics taught in or on behalf of other departments and which, as determined by the local governing board, require entrance skills at a level equivalent to those necessary for Freshman Composition and Intermediate Algebra respectively. Requirements for demonstrating competency in reading shall be locally determined. The required 60 semester or 90 quarter units of course work must be fulfilled in a curriculum accepted toward the degree by a college within the district (as shown in its catalog). It must

include at least 18 semester or 27 quarter units in general education and at least 18 semester or 27 quarter units in a major or area of emphasis as prescribed in this section. Of the total required units, at least 12 semester or 18 quarter units must be completed in residence at the college granting the degree. Exceptions to residence requirements for the associate degree may be made by the governing board when it determines that an injustice or undue hardship would be placed on the student.

(a) Requirements for a major or area of emphasis.

(1) At least 18 semester or 27 quarter units of study must be taken in a single discipline or related disciplines, as listed in the community colleges "Taxonomy of Programs," or in an area of emphasis involving lower division coursework which prepares students for a field of study or for a specific major at the University of California or the California State University.

(2) Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter, each course counted toward the unit requirement of this subdivision must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis.

(b) General Education Requirements.

(1) Students receiving an associate degree shall complete a minimum of 18 semester or 27 quarter units of general education coursework which includes a minimum of three semester or four quarter units in each of the areas specified in paragraphs (A), (B) and (C) and the same minimum in each part of paragraph (D). The remainder of the unit requirement is also to be selected from among these four divisions of learning or as determined by local option:

(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 shall be designed to 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, physical geography, physical anthropology, 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 shall be designed to develop an awareness of the method of inquiry used by the social and behavioral sciences. It shall be designed to 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 cultural anthropology, cultural geography, 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 shall be designed to 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. Such courses include:

(i) English Composition. Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.

(ii) Communication and Analytical Thinking. Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.

(3) Ethnic Studies will be offered in at least one of the areas required by subdivision (2).

(c) While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes. A course may be used to satisfy both a general education requirement and a major or area of emphasis requirement. Whether it may be counted again for a different degree requirement is a matter for each college to determine. Students may use the same course to meet a general education requirement for the associate degree and to partially satisfy a general education requirement at the California State University, if such course is accepted by that system to satisfy a general education requirement.

(d) For the purpose of this section, "satisfactorily completed" means either credit earned on a "pass-no pass" basis or a grade point average of 2.0 or better in community college credit courses in the curriculum upon which the degree is based.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

5 CCR § 55064

Cal. Admin. Code tit. 5, § 55064

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§ 55064. Acceptance of Noncredit Courses.

The governing board of each community college district shall establish procedures by which a student may petition to have completion of a noncredit course counted toward satisfaction of the requirements for an associate degree. The petition shall be granted if the instructor of the noncredit course certifies that the student has achieved competence in the subject matter at a level and with academic rigor equivalent to that required for a degree-applicable credit course.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 66701, 70901 and 78405, Education Code.

5 CCR § 55070
Cal. Admin. Code tit. 5, § 55070

TITLE 5. EDUCATION
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CHAPTER 6. CURRICULUM AND INSTRUCTION
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ARTICLE 7. CREDIT CERTIFICATES

§ 55070. Credit Certificates.

(a) Any sequence of courses consisting of 18 or more semester units or 27 or more quarter units of degree-applicable credit coursework shall constitute an educational program subject to approval by the Chancellor pursuant to section 55130. The college-awarded document confirming that a student has completed such a program shall be known as a certificate of achievement and may not be given any other designation. The award of a certificate of achievement is intended to represent more than an accumulation of units. Listing of the certificate of achievement on a student transcript symbolizes successful completion of patterns of learning experiences designed to develop certain capabilities that may be oriented to career or general education. For purposes of this subdivision, the term "general education" includes coursework taken to satisfy transfer patterns established by the University of California, the California State University, or accredited public postsecondary institutions in adjacent states which award the baccalaureate degree.

(b) Shorter credit programs leading to a certificate may be established without review and approval by the Chancellor after approval by the college curriculum committee and the district governing board. Such a certificate may be given any name or designation deemed appropriate by the district governing board, except that such a certificate may not be referred to as a certificate of achievement, a certificate of completion, or a certificate of competency, unless

approved by the Chancellor pursuant to subdivision (c). Such a certificate may not be listed on a student's transcript, unless approved by the Chancellor pursuant to subdivision (c).

(c) A district may submit any sequence of courses consisting of 12 or more semester units or 18 or more quarter units of degree-applicable credit coursework to the Chancellor and request that it be approved as a program leading to a certificate of achievement. The Chancellor may approve such a program if he or she determines that it satisfies the requirements of subdivision (a) despite requiring fewer than 18 semester or 27 quarter units of degree-applicable credit coursework.

(d) Content and assessment standards for certificates shall be defined by the local curriculum committee and comply with the requirements of this chapter. Such standards should also ensure that certificate programs will be consistent with the mission of the college, meet a demonstrated need, be feasible, and adhere to guidelines on academic integrity which may be developed by the Chancellor, the Academic Senate for California Community Colleges or other appropriate statewide bodies.

(e) A description of each approved program shall be included in the college catalog.

(f) The Chancellor shall develop forms and procedures for submission of applications for approval of a program leading to a certificate of achievement.

(g) Provisions of this section regarding the naming or designation of certificates shall become effective for the Fall 2008 term.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

5 CCR § 55072
Cal. Admin. Code tit. 5, § 55072

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ARTICLE 7. CREDIT CERTIFICATES

§ 55072. Award of Certificates.

The governing board, or its designee, shall award the appropriate certificate to any student who has completed the prescribed curriculum leading to that certificate as approved pursuant to section 55070.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.