Website Version

# Chapter 4 – Academic Affairs

## AP 4100 Graduation Requirements for Degrees and Certificates

### References:

Title 5 Sections 55060 et seq.

Credit Degrees and Certificates

The Mt. San Antonio College Catalog and Schedules of Classes contain the most recent information on the requirements for the Associate in Science Degrees, Associate in Arts Degrees, **Associate Degrees for Transfer,** ~~military credit~~, multiple degrees, ~~and~~  **skills** certificate**s, certificates of achievement, and** ~~programs~~**, credit for prior learning**. The~~se~~ **College Catalog is updated annually and the Schedules of Classes** ~~documents~~ are updated ~~annually~~ **regularly** in consultation with the Academic Senate for currency and correctness.

~~Adult Education Certificate~~ **Noncredit Certificates**

**The Mt. San Antonio College Catalog and Schedules of Classes contain the most recent information on the requirements for the Career Development and College Preparation (CDCP) Certificates, including Certificates of Completion and Certificates of Competency. Certificates are offered in a variety of noncredit programs through the School of Continuing Education. The College Catalog is updated annually and the Schedules of Classes are updated regularly in consultation with the Academic Senate for currency and correctness.**

*~~Credit Divisions of the College reserve the right to offer classes for credit only and revise the prerequisites as necessary. Therefore, not all courses required for a specific certificate will be offered every semester.~~*

~~In order for students to receive a Certificate of Completion for the combined programs, the student must do the following:~~

* ~~obtain the appropriate Certificate Application Form from the Community Education Division Office in the Administration Building;~~
* ~~register and pay required material fees for desired classes;~~
* ~~attend a minimum of 75% of required class hours;~~
* ~~satisfactorily complete coursework, papers, and projects as well as take and pass mid- term and final examinations with the equivalent of a “C” grade;~~
* ~~obtain the instructor’s signature upon completion of each class; and~~
* ~~when all courses are completed, submit the signed form to the Community Education Division Office for processing.~~

~~Attendance and signatures will be verified by the Community Education Division staff members. If all requirements are met, a Certificate of Completion will be prepared and delivered to the student.~~

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

~~The Community Education Division also offers fee-based Certificate Programs. Certificate Programs and relevant courses are listed in the Community Education Noncredit Student Handbook.~~

Reviewed: May 14, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

Reviewed: May 10, 2016

# Chapter 4 – Academic Affairs

## AP 4100 Graduation Requirements for Degrees and Certificates

### References:

Title 5 Sections 55060 et seq.

### Credit Degrees and Certificates

The Mt. San Antonio College Catalog and Schedules of Classes contain the most recent information on the requirements for the Associate in Science Degrees, Associate in Arts Degrees, military credit, multiple degrees, and certificate programs. These documents are updated annually in consultation with the Academic Senate for currency and correctness.

### ~~Adult Education Certification~~Noncredit Certificates:

Chancellor-approved ~~C~~certificates in a variety of basic skills, career, and technical programs are available through the ~~Community~~ School of Continuing Education ~~Division~~. The Mt. San Antonio College Catalog and Schedules of Classes contain the most recent information on the requirements for noncredit certificate programs. These documents are updated annually in consultation with the Academic Senate for currency and correctness. ~~and are published in the~~ ~~Community Education Noncredit Student Handbook. Many of these certificate programs~~ ~~mirror those offered through the credit programs of the College, are favorably recognized by~~ ~~business and industry, and are frequently used as a requirement for professional~~ ~~advancement. Credit divisions of the College open specific classes to the community on a~~ ~~limited basis to accommodate these programs. Classes taken are noncredit and do not~~ ~~generate College units toward a degree.~~

*~~Credit Divisions of the College reserve the right to offer classes for credit only and revise the~~ ~~prerequisites as necessary. Therefore, not all courses required for a specific certificate will~~ ~~be offered every semester.~~*

~~In order for students to receive a Certificate of Completion for the combined programs, the~~ ~~student must do the following:~~

* + ~~Obtain the appropriate Certificate Application Form from the Community Education Division Office in the Administration Building;~~
  + ~~Register and pay required material fees for desired classes;~~
  + ~~Attend a minimum of 75% of required class hours;~~
  + ~~Satisfactorily complete coursework, papers, and projects as well as take and pass mid-term and final examinations with the equivalent of a “C” grade;~~
  + ~~Obtain the instructor’s signature upon completion of each class; and~~
  + ~~When all courses are completed, submit the signed form to the Community Education Division Office for processing.~~

~~Attendance and signatures will be verified by the Community Education Division staff~~ ~~members. If all requirements are met, a Certificate of Completion will be prepared and~~ ~~delivered to the student.~~

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

~~The Community Education Division also offers fee-based Certificate Programs. Certificate~~ ~~Programs and relevant courses are listed in the Community Education Noncredit Student~~ ~~Handbook.~~

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# AP 4100 Graduation Requirements for Degrees and Certificates

### References:

Title 5 Sections 55060 et seq.

**Note:** *This procedure is* ***legally required.*** *Local practice may be inserted. Procedures must address at least the following:*

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 60 semester units or 90 quarter units of college work.

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 Board when an injustice or undue hardship would result.

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

Ethnic studies must be offered.

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.

For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of **[ *1~~8~~6 or more semester units or 2~~7~~4 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 may be established by the District.

Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of **[ *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.

### Revised 8/06, 8/07, 2/08, 10/18