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**Kern Community College District  
Administrative Procedure  
Chapter 4 – Academic Affairs**

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**AP 4100      Graduation Requirements for Degrees and Certificates**

**Rely Primarily Upon the Advice and Judgment**

**References:**

Title 5 Sections 550060 et seq. and 55270 et seq.

~~Note: This procedure is legally required.~~

**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 60 semester units degree-applicable lower division credit courses, 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. Below transfer level course requirements must align with Education Code section 78213. The student must also, ~~college work (including transfer coursework, if applicable)~~ and maintain a minimum cumulative grade point average (GPA) of 2.0. In accordance with the Program & Course Approval Handbook, “There may also be additional graduation requirements at individual colleges, such as physical education. Some students who intend to transfer will complete more than 60 semester or 90 quarter units in order to meet all requirements for the associate degree.”

~~“College work” refers to courses acceptable toward the associate or baccalaureate degree include those that have been properly approved pursuant to Title 5 Section 55002 subdivision (a) or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.~~

The courses must include at least 18 semester unites of focused study in a major or interdisciplinary area of emphasis.

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 courseswork must include at least 1821 semester units ofin general education, and at least 18 semester units in a major 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. Completion of coursework with minimum grades of “C” or “P” must be earned in each course required in the major/area of emphasis. Any course taken on a “Pass/No Pass” basis with a grade of “P” shall apply toward the major/area of emphasis units provided a “P” is equivalent to a “C” or better, per Title 5 Section 55063(a)(2). 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.

### 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:

College work must include The student satisfactorily completed at least 12 semester units of study in residence. Exceptions to the residence requirement may be waived by the Board may excuse the residence requirement to alleviate when an injustice or undue hardship would otherwise result.

At a minimum, general education requirements must include course work in the natural sciences, social and behavioral sciences, humanities, and language and rationality. Ethnic studies must be offered in at least one of these required areas.

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 applied 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 factor.*

~~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.~~

### **Coursework for Baccalaureate Degrees**

For a baccalaureate degree, a student must satisfactorily complete at least 120 degree-applicable semester units, of which 24 semester units must be in upper-division courses, including a minimum of 6 semester units of upper-division general education courses. Additionally, students must identify a major that includes a minimum of 18 semester units of lower-division courses and 18 semester units of upper-division courses. Students must maintain a minimum cumulative grade point average (GPA) of 2.0.

### **Certificates of Achievement and Other Credit Programs**

For a certificate of achievement ~~(COA)~~, a student must successfully complete a program of study or curriculum that consists of ~~168~~ or more semester units of degree-applicable credit coursework ~~(per Title 5, section 55070(c). The awarding of a certificate of achievement demonstrates~~ *The certificate of achievement shall be designed to demonstrate* that the student has completed coursework and developed capabilities relating to career or general education.

The District may establish shorter credit programs, such as Job Skills Certificates.

Content and assessment standards shall ensure that certificate programs are consistent with the mission of the Kern 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, such as job skills certificates, 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 for a direct assessment competency-based program for the California Community College Chancellor's Office.

