

AR 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

NOTE: This administrative regulation is **legally required**. Local practice may be inserted. The regulation **must address at least the following** information in **red ink** below:

- For the Associate in Arts or Associate in Science degree, a student must demonstrate competence in reading, in written expression, and in mathematics. Associate Degree Transfer
- The student must satisfactorily complete at least 60 semester 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. Include this in regulation Universities (included) Define & include 5/12/21
- The work must include at least 18 semester units in general education and at least 18 semester 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 of Trustees when an injustice or undue hardship would result. Included in regulation
- 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. Add to regulation, see Ed Code below, how many units (12 units were seen at another CC)
- Ethnic studies must be offered. Add to regulation. Global Citizenship courses?
- District policies and regulations 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 18 or more semester 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. Department certificates?

- *Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of the District, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement. Include this in regulation 5/12/21*
- *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. Certificate of completion/competency ?*

❖ **From current SMC AR 4350 Graduation Requirements**

Degree & Certificate Requirements

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

The following guidelines define the conditions under which Santa Monica College will award degrees and certificates. Coursework acceptable toward the 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. There shall be no limit on the number of degrees and/or certificates that may be awarded to a student per AR 4100.1. The college will also recognize academic excellence as defined in AR 4100.3. Students may also satisfy graduation requirements as outlined in AR 4100.2. ?? May be best to include both in this AR.

Students should meet with a counselor to develop a Student Educational Plan (SEP) that best meets their goals and needs.

~~Petition for Graduation~~ (moved to end of regulation)

~~A petition for graduation must be submitted for approval during the semester in which the student expects to complete the requirements for graduation. Filing dates and petitions for graduation are available on the Admissions and Records webpage. Per AR 435656, the College is authorized under Title 5 Section 55063 and 55072, to confer upon a student a degree or certificate of achievement without requiring the student to first petition for conferral. Students are cautioned that receipt of a degree may impact their eligibility to receive continued financial aid; however, students may appeal the loss of financial aid due to the receipt of the degree.~~

~~Students who complete the requirements during the winter session will graduate the following spring.~~

~~Students who will complete at most 8 units to meet the requirements for graduation in the summer, must petition by the prior Spring deadline to participate in the graduation ceremony.~~

Degree requirements: A student must satisfy unit, grade point average (GPA), residency, major or area of emphasis, general education, and as applicable, global citizenship requirements to be

conferred a degree and the notation on the student's transcript per Title 5, Section 55063. A student's transcript is annotated with the degree or certificate earned.

Associate Degrees

~~Graduation from Santa Monica College with a~~An Associate Degree (Associate of Arts, Associate of Science, Associate in Arts for Transfer, or an Associate in Science for Transfer) requires successful completion of 60 ~~degree~~ applicable units with a "C" (2.0) or ~~better~~ **higher** (GPA). Any course taken on a "Pass/No Pass" basis with a grade of "P" shall count toward the degree applicable units provided a "P" is equivalent to a "C" or ~~better~~ **higher**. Requirements include the following:

(1) a minimum of 12 units in residency at Santa Monica College. **A petition for Special Consideration for an exception to the residency requirement may be requested through Admissions and Records when an injustice or undue hardship would be placed on the student.**

(2) relevant general education requirements.

Completion of one of the following General Education patterns.

a. **Santa Monica College's local General Education and graduation Requirements, which include:**

i. **A minimum of eighteen units in general education, includes at least three semester units in the General Education sub-areas identified in Title 5 regulations as "Natural Sciences", "Social and Behavioral Sciences (Grp. A, Grp. B)", "Humanities", and "Language and Rationality (Grp A, Grp. B)" and global citizenship graduation requirement of an "global citizenship" course which may be used to satisfy both a general education and/or a major or area of emphasis requirement. The College must offer ethnic studies to meet at least one requirement above. ??????**

ii. **Language and Rationality may be satisfied in the following ways:**

Grp A: Written Expression

- English Composition
- Earning a "C" or better or "P" in an English composition or equivalent course from a regionally accredited College or University.
- Score of 3 or higher on an AP English exam or score of 50 or higher on a CLEP English/College Composition exam.
- Satisfactory score on the CSU English Equivalency Exam (to be determined by the English Department) ??????
- Upper division courses in English may be used to satisfy competency requirements for the AA/AS degree.
- Possession of an Associate degree or Bachelor's degree or higher from an accredited College or University.

Grp B: Math Competency

- Earn a “C” or better or “P” of a mathematics course at the level of Intermediate Algebra or another mathematics course at the same level or higher at Santa Monica College;
 - Satisfactory score on the Santa Monica College Proficiency Exam.
 - Earning a “C” or better or “P” in an Intermediate Algebra or another mathematics course at the same level or higher from a College or University.
 - Score of 3 or higher on an AP Calculus or Statistics exam or score of 50 or higher on a College Algebra, College Algebra-Trigonometry, Trigonometry or Calculus exam.
 - Upper division courses in Math may be used to satisfy competency requirements for the associate degree.
 - Possession of an Associate degree or Bachelor’s degree or higher from an accredited College or University.
- b. Completion of the California State University (CSU) Breadth General Education pattern without obtaining an ADT will need to meet the global citizenship graduation requirement of a “global citizenship” course which may be used to satisfy both a general education and/or a major or area of emphasis requirement.

Per SB 1440 guidelines, students earning Associate Degrees for Transfer are exempt from having to satisfy local graduation requirements. Use of upper division coursework on the CSU GE and IGETC is governed by IGETC Standards and CSU Executive Order 1100.

- c. Completion of the Intersegmental General Education Transfer Curriculum (IGETC) pattern (including Area 1C if transferring to a CSU) without obtaining an ADT will need to meet the global citizenship graduation requirement of a “global citizenship” course which may be used to satisfy both a general education and/or a major or area of emphasis requirement.

Per SB 1440 guidelines, students earning Associate Degrees for Transfer are exempt from having to satisfy local graduation requirements. Use of upper division coursework on the CSU GE and IGETC is governed by IGETC Standards and CSU Executive Order 1100.

- (3) ~~the~~ major coursework or area of emphasis courses in the major or area of emphasis may also satisfy a general education requirement.
-and

- (4) electives (if relevant).

Students pursuing an Associate of Arts or an Associate of Science degree must complete at least **50%** of the units required in the major or area of emphasis at Santa Monica College. All major coursework must be completed with a grade of “C” or higher, ~~better grade~~ or with a P if the course was taken on a Pass/No Pass basis, and the P is equal to a “C” or higher (Title 5 Section 55063(a)(2)). Complete a minimum of 18 semester units of major specific coursework. ???

No courses or one course for AA or for certificate one course *(what about programs that go thru accreditation or national standards or licensing, do they have unit minimums?) Agree to less than 50% at discretion of department.*

Discussion: eliminating any percentage. One class or no classes in area of emphasis. Up to departments. Sometimes limited sections, time, day, terms offered. Equity, financial aid, take easiest course, optimize what student needs, not what we want.

Per California Education Code, Section 66055.8, students admitted to the SMC registered nursing program who have previously earned a Bachelor’s degree or higher at a U.S. regionally accredited college or university are not required to complete SMC general education requirements. However, Baccalaureate and Post Baccalaureate courses may not meet the nursing program’s curriculum requirements. Students should consult a nursing counselor for further information.

Associates Degrees for Transfer (ADT) to California State University (CSU)

The Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T) degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. Students who are awarded an AA-T or AS-T degree are guaranteed admission to the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their major. This priority does not guarantee admission to specific majors nor to all CSU campuses, some majors and CSU campuses may require a higher GPA for admission. Students are encouraged to meet with a counselor to find out which CSU campuses accept each degree and to review their options for transfer.

Students who have been awarded an AA-T or AS-T are required to complete no more than 60 semester or 90 quarter units after transfer to earn a baccalaureate degree (unless the major is a designated “high unit” major).

This degree may not be the best option for students intending to transfer to a UC or to a particular University or College that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on University admission and transfer requirements.

Students pursuing an ~~Associate in Arts for Transfer AA-T~~ or an ~~Associate in Science for Transfer AS-T~~ may complete the major coursework or area of emphasis and general education requirements at any U.S. regionally accredited college or university. There is no minimum unit requirement to be completed at Santa Monica College for the major or area of emphasis or general education, but a minimum of 12 units in residency must be completed at Santa Monica College. ~~Students must also~~ The completion of the the California State University Certification Pattern (CSU GE) ~~(including Area 1C)~~ or Intersegmental General Education Transfer Curriculum (IGETC) pattern ~~(including Area 1C if transferring to a CSU)~~. All coursework in the major or

area of emphasis must be completed with a grade of “C” or higher, ~~better grade~~ or with a P if the course was taken on a Pass/No Pass basis, and the P is equal to a “C” or higher (Title 5 Section 55063(a)(2)). ~~mention 18 units?~~

Baccalaureate Degree

Graduation from Santa Monica College with a ~~Bachelor of Science~~ **Baccalaureate Degree in Interaction Design** requires successful completion of 120 degree-applicable units with a “C” (2.0) or ~~higher~~ **better GPA grade point average. A minimum of 30 units in residency must be completed at Santa Monica College.** Any course taken on a “Pass/No Pass” basis with a grade of “P” shall count toward the degree applicable units provided a “P” is equivalent to a “C” or ~~higher~~ **better.** Requirements include the following:

(1) **Completion of either the CSU or IGETC General Education pattern plus an additional 9 semester units of upper division general education per Title 5, section 55063?;**

(2) **major requirements** ~~area of emphasis~~; and

At least 50% of the units required for the **major** ~~area of emphasis~~ must be completed at Santa Monica College.

(3) **Global citizenship graduation requirement of an “ethnic/cultural diversity/global citizenship” course which may also satisfy a general education and/or major or area of emphasis requirement; and**

(~~3~~4) **electives (if relevant).**

Certificates

Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of the College, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.

To receive a certificate, a student is only required to complete the courses in the major or area of emphasis.

Certificate of Achievement

A student must successfully complete a course of study that consists of 18 or more semester units of degree-applicable coursework. The certificate of achievement is designed to provide students with the necessary skills and capabilities to compete in the job market.

Each career program has an advisory board composed of industry representatives to ensure that the curricula are current and that they meet industry needs and standards.

~~Per ARs 4354, 4354.1, and 4354.2,~~ **G**graduation from Santa Monica College with a Certificate of Achievement requires successful completion of the appropriate coursework in the major or area of emphasis with a grade of “C” (~~2.0~~) or ~~higher~~ **better GPA** or with a P if the course was taken on a Pass/No Pass basis, and the P is equal to a “C” or higher (Title 5 Section 55063(a)(2)).

At least 50% of the units required must be completed at Santa Monica College, or in the case of the Intersegmental General Education Transfer Curriculum (IGETC), or the California State University General Education Certification Pattern (CSU GE) at least 50% of the units must be completed at any combination of California Community College(s).

A student's transcript is annotated with the certificate earned.

❖ From current SMC AR 4354 Career and Department Certificates of Completion

Career and Department Certificates of Completion

Department Certificates are designed for individuals seeking a short-term education and training in a specific career area in preparation for the workforce.

Graduation from Santa Monica College with a Department Certificate requires successful completion of the appropriate coursework in the major or area of emphasis with a grade of "C" or higher, or with a P if the course was taken on a Pass/No Pass basis, and the P is equal to a "C" or higher (Title 5 Section 55063(a)(2)).

A student must successfully complete a course of study that is less than 16 semester units of degree-applicable coursework.

At least 50% of the units required for ~~certificates of achievement~~ and the department certificates must be completed at Santa Monica College.

These certificates are issued by the appropriate Department and are not annotated on the student's transcript.

~~AR 4354 does not apply to the IGETC Certificate of Achievement (AR 4354.1) or the CSUGE Certificate of Achievement (AR 4354.2).~~

Certificates of Completion and Certificates of Competency (Noncredit)

Certificates of Completion and Certificates of Competency are designed to assist students in transitioning to college-level courses and/or to the workforce.

A student must successfully complete each course of the area of emphasis (study?).

These certificates are issued by the appropriate Department and are not annotated on the student's transcript.

❖ From current SMC AR 4354.1 IGETC Certificate of Achievement

IGETC Certificate of Achievement

To receive an IGETC Certificate of Achievement, at least 50% of the units must be completed at any SMC, or any combination of, California Community College(s) ?. Foreign coursework from non-United States accredited institutions cannot be used for IGETC. A minimum grade of "C" (2.0 on a 4.0 scale) is required for each course applied to the IGETC Certificate of Achievement

and complete certification is required to receive an IGETC Certificate of Achievement. A student's transcript is annotated.

The student must meet all certification eligibility requirements for full certification.

IGETC for STEM ?

Partial certification for IGETC without a certificate is when a student has met all except for two courses of the general education requirements.

Student's must petition through the Office of Admissions and Records for IGETC full or partial certification in their last semester of enrollment.

❖ From current SMC AR 4354.2 CSU GE Certificate of Achievement

CSU GE Certificate of Achievement

To receive an CSU GE Certificate of Achievement, at least 50% of the units must be completed at any SMC, or any combination of; California Community College(s) ?. A minimum grade of "D-" (.07 on a 4.0 scale) is required for each course applied to the CSU GE Certificate of Achievement (except for each course in areas A1, A2, A3 and B4 which must be completed with a C- or higher). The minimum overall GPA grade point average on the CSU GE pattern must be a "C" (2.0 on a 4.0 scale) and complete certification is required to receive an CSU GE Certificate of Achievement. A student's transcript is annotated. Foreign coursework?

The student must meet all certification eligibility requirements for full certification.

CSU GE for STEM ?

Partial certification for CSU GE without a certificate is when a student has not met all of the five general education subsections. ?.

Student's must petition through the Office of Admissions and Records for IGETC full or partial certification in their last semester of enrollment.

Honorary Degrees? A separate AR #4110

Catalog Rights

Per AR 4000 Catalog Rights and for the purposes of meeting graduation requirements, a student must maintain continuous enrollment which is defined as having attended with a grade notation at least one semester (Fall or Spring) of each academic year.

Students who leave SMC to attend another accredited institution may petition for special consideration to maintain catalog rights for the purpose of earning a degree or certificate, if the absence does not exceed two years.

The student may elect to meet the requirements by following the catalog requirements either at the time the student began enrollment or at the time of graduation as long as met continuous enrollment requirements.

Credit Allowed

1. U.S. Regionally Accredited Colleges and Universities:

All degree-applicable coursework (including appropriate upper division, and graduate level coursework), and that is completed at a regionally accredited college or university is allowed, provided it meets or exceeds SMC graduation requirements. Courses may be applied to local general education area or major and/or elective requirements based on content equivalency to general education area or major requirements. If a college is newly regionally accredited, coursework completed at that institution within the two years preceding its formal accreditation will be accepted in fulfillment of graduation requirements. Santa Monica College cannot accept coursework that is inconsistent with Title 5 regulations nor can it ensure that coursework accepted by the College will be accepted by another institution.

2. Conversion of Quarter Units to Semester Units

To convert quarter units to semester units, divide the total number of quarter units by 1.5.

3. Military Service Credit

a. Basic Service Credit: Service credit may be used in fulfillment of graduation requirements. Separation papers (DD214) indicating dates of entrance and separation must be provided to the Admissions and Records Office to determine the number of units SMC will award. A maximum of 9 units may be awarded on the basis of service alone:

1. Five (5) units for basic training

2. Up to 4 units based on service time (1 unit for each six months of service time).

- Three (3) of these 9 units satisfy the Area E requirement for the California State University General Education Certification Pattern (CSU GE).

b. Educational Experiences in the Armed Forces: Credit may be awarded in fulfillment of graduation requirements for military courses and training received while in the Armed Services, provided a recommendation for college credit has been made and recorded in the American Council on Education's (ACE). Guide to the Evaluation of Educational Experience in the Armed Services. The appropriate Admissions and Records staff will determine the applicability of said courses toward general education, and toward the major or area of emphasis in consultation with the appropriate department chair. Courses deemed not applicable toward general education or the major or area of emphasis may be used as elective units.

Students must provide their DD 214 to receive Basic Service Credit and CSU GE area E credit. An official Joint Services Transcript or Air Force and Air National Guard (CCAF) Transcript is required for course specific credit. Students with military records prior to

1974 should consult with Veterans Office or Admissions Office for credit options based on other military records.

4. Credit for Prior learning

Credits acquired by examination or assessment method as listed in AR 4235 Credit for Prior Learning shall not be counted in determining the 12 semester units of credit in residence required for a degree. Credits acquired by examination or assessment will be added to total units completed.

Students should be aware that other colleges and universities may limit the use of credit for prior learning and credit by examination. Students are urged to consult with the college or university of interest.

4. ~~Credit for Advanced Placement (AP) Exams~~

~~Students may receive credit for Advanced Placement (AP) exams as approved by the Curriculum Committee, published in the college catalog and noted in AR 4314. Course credit will not be granted where it duplicates previous college course work. Students must request that their official AP reports be sent directly from The College Board to the Admissions and Records Office. AP results may be evaluated by a counselor or an SMC Admissions Evaluator to determine applicability for specific requirements. Students must petition for credit directly to the Admissions and Records Office.~~

5. ~~College Level Examination Program (CLEP)~~

~~Students may receive credit for College Level Examination Program (CLEP) exams as approved by the Curriculum Committee, published in the college catalog and noted in AR 4314. A maximum of 30 units of credit may be allowed for CLEP examinations. Course credit will not be granted where it duplicates previous college course work.~~

~~Students must request that their official CLEP score reports be sent directly from The College Board to the Admissions and Records Office. CLEP results may be evaluated by a counselor or an SMC Admissions Evaluator to determine applicability for specific requirements. Students must petition for credit directly to the Admissions and Records Office.~~

6. ~~International Baccalaureate (IB) Exams~~

~~Students may receive credit for International Baccalaureate (IB) exams as approved by the Curriculum Committee, published in the college catalog and noted in AR 4314. Course credit will not be granted where it duplicates previous college course work.~~

~~Students must request that their official IB score reports be sent directly from The International Baccalaureate Organization to the Admissions and Records Office. IB results may be evaluated by a counselor or an SMC Admissions Evaluator to determine applicability for specific requirements. Students must petition for credit directly to the Admissions and Records Office.~~

7. Supporting Documents

Whenever units are allowed or requirements have been met by coursework other than that taken at Santa Monica College, supporting documents must be maintained in the student's permanent file. Such documentation includes (but is not limited to): official transcripts, military service separation papers, foreign credit evaluations etc.

8. Noncredit courses

Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree. see Ed Code below (12 units?)

Credit Not Allowed

Coursework not acceptable in fulfillment of graduation requirements includes:

- Basic skills/developmental coursework as noted in the SMC catalog or as determined when evaluating non-SMC coursework.

Institutional Accreditation

As a general rule, only coursework from a regionally-accredited college or university may be used in fulfillment of a Santa Monica College degree or certificate.

Coursework from non-regionally accredited colleges or universities may be considered as prescribed below, and subject to approval from the Dean of Enrollment Services.

1. Credit from non-regionally accredited colleges and universities

a. Before a record from a non-regionally accredited college or university is evaluated:

- (1) The student must have earned at least 30 units at an accredited college or university of which 12 units must be in residence at Santa Monica College.
- (2) The average GPA in those courses attempted must be at least a 2.0.
- (3) The student must file the "Use of Non-Accredited Coursework Petition" with the Admissions and Records Office, indicating which coursework is to be evaluated.
- (4) The Admissions and Records Office must have on file an official transcript of the coursework to be evaluated showing subjects, grades, and units.

b. Courses completed with a "C" or better grade will be considered for credit. Any course taken on a "Pass/No Pass" basis with a grade of "P" shall count toward the degree applicable units provided a "P" is equivalent to a "C" or better. Grades and grade points will not be figured in the computation of the grade point average at SMC.

c. The total credit awarded for non-regionally accredited coursework will be limited to 15 units, except as noted below:

- (1) Religion or theology courses will not be accepted.

- (2) A registered nurse, who has a current California nursing license, may be granted 30 units of college credit from a non-regionally accredited college or university as prescribed below:
- (i) All other graduation requirements have been met; the student has successfully completed 30 units of regular college coursework; and the student has met the 12 units in residence requirement.
 - (ii) Credit given to the student for his or her previous registered nursing coursework will meet the major requirements.
 - (iii) Credit will be listed on the transcript by subject field and units allowed.
 - (iv) If coursework at the non-regionally accredited college or university appears to duplicate that completed at an accredited college or university, a reduction of credit will be made.
 - (v) Credit will not be granted for private, non-regionally accredited correspondence courses.
 - (vi) Records from colleges or universities that are not fully accredited will be reviewed by the Dean of Enrollment Services. Some may qualify on the same basis as fully accredited colleges and universities.
- d. Regardless of the number of units awarded for non-accredited coursework, students must complete at least **50%** of the units required for the major or area of emphasis for the degree or certificate at Santa Monica College.

Petition for Graduation (moved from beginning of regulation)

A petition for graduation must be submitted for ~~approval~~ **consideration** during the semester in which the student expects to complete the requirements for graduation. Filing dates and petitions for graduation are available on the Admissions and Records webpage. Per AR ~~4356~~ **564100.1**, the College is authorized under Title 5 Section 55063 and 55072, to confer upon a student a degree or certificate of achievement without requiring the student to first petition for conferral. Students are cautioned that receipt of a degree may impact their eligibility to receive continued financial aid; however, students may appeal the loss of financial aid due to the receipt of the degree.

Students who complete the requirements during the winter session will graduate the following spring.

Students who will complete at most 8 units to meet the requirements for graduation in the summer, must petition by the prior Spring deadline to participate in the graduation ceremony.

Commencement

Commencement ceremonies are held once each year in June for students that have completed or are expected to complete their degree/certificate requirements. Students who completed their

degree requirements during the preceding Summer, Fall, Winter, or Spring or students who will complete no more than 8 units in the Summer, are eligible to participate.

Diplomas are mailed to graduates approximately twelve (12) weeks after the semester in which the student applied to earn their degree. Example, if you applied to earn your degree in the Fall, your diploma will be mailed to the address listed on your student portal (corsair) about 12 weeks after the semester is over.

Associate degrees, Bachelor degrees and Certificates shall be conferred upon students who have satisfactorily completed the requirements by the Board of Trustees of Santa Monica College.

Official Transcripts and Test Score Reports

Official transcripts and test score reports from all relevant institutions/sources must be on file with the Admissions and Records Office at the time the graduation petition is submitted. Official transcripts/scores must be submitted to Santa Monica College directly by the source institution. Transcripts/test scores from students will not be accepted.

Reference: Education Code Sections 66055.8, 66746-66749, 70901, 78040-78043; Title 5 Sections, **40403**, 55070-72, 55022, 55052, 55002, 55009, 40402-03, 55250, 56032-56044 and **55060 et seq.**

Baccalaureate Degree Pilot Program Handbook

Revised: 4/29/2003, 7/22/08, 5/17/11, 12/3/13, 3/1/17

This was not in the AR but in Leagues template.

Term	Filing periods
SPRING	Start of Spring Winter semester through April 30th
SUMMER	?? Sp Start of Summer term through July 31st
FALL	Start of Fall semester through December 1st

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The Policy & Procedure Service provided legal updates to this regulation in August 2006, August 2007, and February 2008. The language in **black ink** is from current SMC **AR 4111.5 Submission of Official Transcripts and Test Scores** approved on December 11, 2001 and revised on December 9, 2015; **AR 4111.6 Transfer Credit from Foreign Institutions for a SMC Degree/Certificate** approved on April 29, 2003 and revised on December 3, 2013, in May 2014, and on February 7, 2016; **AR 4350 Graduation Requirements** approved on April 29, 2003 and revised on July 22, 2008; May 17, 2011; and December 3, 2013; **AR 4351 Catalog Rights** approved on June 11, 2002 and revised on June 7, 2011 and April 28, 2015; **AR 4352 Recognition of Academic Excellence** approved on May 4, 2004; **AR 4353 Adjustment of Graduation Requirement for Students with Disabilities** approved on May 2, 2006; **AR 4354 Career and Development Certificates of Completion** approved on December 12, 2006 and revised on November 2, 2010 and April 7, 2015; **AR 4354.1 IGETC Certificate of Achievement** approved on November 2, 2010; **AR 4354.2 CSUGE Certificate of Achievement** approved on November 2, 2010; **AR 4355 Graduation Proficiency Assessments** approved on November 14, 2006; **AR 4356 Number of Degrees and Certificates Awarded to a Students** approved on November 25, 2014; and **AR 5310 Graduation Requirements** with no date. The language

in **blue ink** is included for consideration. The language in **yellow highlighting** (above in this regulation) is included to draw the reviewers' attention, and this language will be removed upon final approval.

Revised: July 22, 2008 (for AR 4350); November 2, 2010 (for AR 4354, AR 4354.1, and AR 4354.2); May 17, 2011 (for AR 4350); June 7, 2011 (for AR 4351); December 3, 2013 (for AR 4350); May 2014 (for AR 4111.6); April 7, 2015 (for AR 4354); April 28, 2015 (for AR 4351); December 9, 2015 (for AR 4111.5); February 7, 2016 (for AR 4111.6)

(Replaces SMC AR 4111.3, AR 4111.5, AR 4111.6, AR 4350, AR 4351, AR 4352, AR 4353, AR 4354, AR 4354.1, AR 4351.2, AR 4355, AR 4356, and AR 5130)

Legal Citations for AR 4100

§ 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.

§ 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.

§ 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.

§ 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. *Do we have a list of authorized tests to satisfy this requirement, our dept to determine cut off score?*

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.

(2) Ethnic Studies will be offered in at least one of the areas required by subdivision (1).

(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.

§ 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.

§ 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; provided however, that no sequence or grouping of courses may be approved as a certificate of achievement pursuant to this section if it consists solely of basic skills and/or ESL courses. 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).

(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.

§ 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.

§ 56032. Physical Disability.

Physical disability is defined as a limitation in locomotion or motor functions. These limitations are the result of specific impacts to the body's muscular-skeletal or nervous systems, and limit the student's ability to access the educational process.

§ 56034. Deaf and Hard of Hearing (DHH).

Deaf and Hard of Hearing (DHH) is defined as a total or partial loss of hearing function that limits the student's ability to access the educational process.

§ 56035. Blind and Low Vision.

Blindness and low vision is defined as a level of vision that limits the student's ability to access the educational process.

§ 56036. Learning Disability.

Learning disability (LD) is defined as a persistent condition of presumed neurological dysfunction which may exist with other disabling conditions. The dysfunction is not explained by lack of educational opportunity, lack of proficiency in the language of instruction, or other non-neurological factors, and this dysfunction limits the student's ability to access the educational process. To be categorized as a student with a learning disability, a student must meet the following criteria through psycho-educational assessment verified by a qualified specialist certified to assess learning disabilities:

- (a) Average to above-average intellectual ability; and
- (b) Statistically significant processing deficit(s); and/or
- (c) Statistically significant aptitude-achievement discrepancies.

§ 56037. Acquired Brain Injury (ABI).

Acquired Brain Injury (ABI) is defined as a deficit in brain functioning which results in a total or partial loss of cognitive, communicative, motor, psycho-social and/or sensory-perceptual abilities, and limits the student's ability to access the educational process.

§ 56038. Attention-Deficit Hyperactivity Disorder (ADHD).

Attention-Deficit Hyperactivity Disorder (ADHD) is defined as a neurodevelopmental disorder that is a persistent deficit in attention and/or hyperactive and impulsive behavior that limits the student's ability to access the educational process.

§ 56039. Intellectual Disability (ID).

Intellectual disability (ID) is defined as significant limitations both in intellectual functioning and in adaptive behavior that affect and limit the student's ability to access the educational process. An individual may have an intellectual disability when:

- (1) the person's functioning level is below average intellectual ability; and
- (2) the person has significant limitations in adaptive skill areas as expressed in conceptual, social, academic and practical skills in independent living and employment; and,

(3) the disability originated before the age of 18.

§ 56040. Autism Spectrum.

Autism Spectrum disorders are defined as neurodevelopmental disorders described as persistent deficits which limit the student's ability to access the educational process. Symptoms must have been present in the early developmental period, and cause limitation in social, academic, occupational, or other important areas of current functioning.

§ 56042. Mental Health Disability.

(a) Mental Health disability is defined as a persistent psychological or psychiatric disability, or emotional or mental illness that limits the student's ability to access the educational process. For purposes of this subchapter, conditions that are not described and/or excluded in the American Psychiatric Association Diagnostic and Statistical Manual (DSM) or the Americans with Disabilities Act (ADA) are not covered in this category.

§ 56044. Other Health Conditions and Disabilities.

This category includes all students with disabilities, as defined in Section 56002, with other health conditions, and/or disabilities that affect a major life activity, which are otherwise not defined in Sections 56032-56042, but which limit the student's ability to access the educational process.

§ 55009. Baccalaureate Degree Pilot Program Handbook.

(a) The Chancellor shall prepare and maintain a handbook detailing requirements for district baccalaureate degree pilot programs established pursuant to Education Code Section 78041. The handbook shall include, but not be limited to, requirements related to admissions, curriculum, student services, and financial aid. The Board of Governors hereby adopts and incorporates by reference into this section the Baccalaureate Degree Pilot Program Handbook established by the Chancellor's Office, as it may be revised from time to time, along with any addenda thereto.

(b) In the event of a conflict between the provisions of the Baccalaureate Degree Pilot Program Handbook identified in subsection (a) and any other provision in title 5 of these regulations, the provisions of the handbook shall control as they relate to the administration of the district baccalaureate degree pilot programs established pursuant to Education Code Section 78041.

§ 55022. Pass-No Pass Options.

(a) The policy adopted pursuant to section 55021 may permit courses to be offered in either or both of the following categories and, if so, shall require that each college catalog specify the category into which each course falls:

(1) Courses wherein all students are evaluated on a "pass-no pass" basis.

(2) Courses wherein each student may elect on registration, or no later than the end of the first 30 percent of the term, whether the basis of evaluation is to be "pass-no pass" or a letter grade.

(b) All units of credit earned on a "pass-no pass" or "credit-no credit" basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.

(c) Units earned on a "pass-no pass" basis shall not be used to calculate grade point averages. However, units attempted for which the symbol "NP" (as defined in section 55023) is recorded shall be considered in probation and dismissal procedures.

(d) Notwithstanding any provision of this chapter, a district may continue to designate courses as being offered on a "credit-no credit basis" instead of a "pass-no pass" basis and may continue to use the "CR" and "NC" symbols, as defined in section 55030, instead of the "P" and "NP" symbols until the Fall 2009 term. Until the Fall 2009 term, any reference in this chapter to the "P" symbol shall be deemed to include the "CR" symbol and any reference to the "NP" symbol shall be deemed to include the "NC" symbol.

§ 55052. Advanced Placement Examinations.

The governing board of a community college district may adopt policies to grant credit for satisfactory completion of advanced placement examinations typically recognized by colleges and universities as measuring competencies comparable to those achieved in baccalaureate level courses.

The faculty in the appropriate discipline must approve advanced placement examinations, scores deemed to constitute satisfactory performance, courses offered by the college for which credit will be

granted, and requirements that may be met by such examinations in accordance with policies and procedures approved by the curriculum committee established pursuant to section 55002. The student's academic record shall be clearly annotated to reflect that credit was earned through an advanced placement examination.

§ 55002. Standards and Criteria for Courses.

(a) Degree-Applicable Credit Course. A degree-applicable credit course is a course which has been designated as appropriate to the associate degree in accordance with the requirements of section 55062, and which has been recommended by the college and/or district curriculum committee and approved by the district governing board as a collegiate course meeting the needs of the students.

(1) Curriculum Committee. The college and/or district curriculum committee recommending the course shall be established by the mutual agreement of the college and/or district administration and the academic senate. The committee shall be either a committee of the academic senate or a committee that includes faculty and is otherwise comprised in a way that is mutually agreeable to the college and/or district administration and the academic senate.

(2) Standards for Approval. The college and/or district curriculum committee shall recommend approval of the course for associate degree credit if it meets the following standards:

(A) Grading Policy. The course provides for measurement of student performance in terms of the stated course objectives and culminates in a formal, permanently recorded grade based upon uniform standards in accordance with section 55023. The grade is based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students.

(B) Units. The course grants units of credit in a manner consistent with the provisions of section 55002.5. The course outline of record shall record the total number of hours in each instructional category specified in governing board policy, the total number of expected outside-of-class hours, and the total student learning hours used to calculate the award of credit.

(C) Intensity. The course treats subject matter with a scope and intensity that requires students to study independently outside-of-class time.

(D) Prerequisites and Corequisites. Except as provided in section 55522, when the college and/or district curriculum committee determines, based on a review of the course outline of record, that a student would be highly unlikely to receive a satisfactory grade unless the student has knowledge or skills not taught in the course, then the course shall require prerequisites or corequisites (credit or noncredit) that are established, reviewed, and applied in accordance with the requirements of this article.

(E) Basic Skills Requirements. If success in the course is dependent upon communication or computation skills, then the course shall require, consistent with the provisions of this article, as prerequisites or corequisites eligibility for enrollment in associate degree credit courses in English and/or mathematics, respectively.

(F) Difficulty. The course work calls for critical thinking and the understanding and application of concepts determined by the curriculum committee to be at college level.

(G) Level. The course requires learning skills and a vocabulary that the curriculum committee deems appropriate for a college course.

(3) Course Outline of Record. The course is described in a course outline of record that shall be maintained in the official college files and made available to each instructor. The course outline of record shall specify the unit value, the expected number of contact hours, outside-of-class hours, and total student learning hours for the course as a whole; the prerequisites, corequisites, or advisories on recommended preparation (if any) for the course; the catalog description, objectives, and content in terms of a specific body of knowledge. The course outline of record shall also specify types or provide examples of required reading and writing assignments, other outside-of-class assignments, instructional methodology, and methods of evaluation.

(4) Conduct of Course. Each section of the course is to be taught by a qualified instructor in accordance with a set of objectives and with other specifications defined in the course outline of record.

(5) Repetition. Repeated enrollment is allowed only in accordance with the provisions of article 4 of subchapter 1 of chapter 6 (commencing with section 54040), and section 58161.

(b) Nondegree-Applicable Credit Course. A credit course designated by the governing board as not applicable to the associate degree is a course which, at a minimum, is recommended by the college and/or district curriculum committee (the committee described and established under subdivision (a)(1) of this section) and is approved by the district governing board.

(1) Types of Courses. Nondegree-applicable credit courses are:

(A) nondegree-applicable basic skills courses as defined in subdivision (u) of section 55000;

(B) courses designed to enable students to succeed in degree-applicable credit courses (including, but not limited to, college orientation and guidance courses, and discipline-specific preparatory courses such as biology, history, or electronics) that integrate basic skills instruction throughout and assign grades partly upon the demonstrated mastery of those skills;

(C) precollegiate career technical preparation courses designed to provide foundation skills for students preparing for entry into degree-applicable credit career technical courses or programs;

(D) essential career technical instruction for which meeting the standards of subdivision (a) is neither necessary nor required.

(2) Standards for Approval. The college and/or district curriculum committee shall recommend approval of the course on the basis of the standards which follow.

(A) Grading Policy. The course provides for measurement of student performance in terms of the stated course objectives and culminates in a formal, permanently recorded grade based upon uniform standards in accordance with section 55023. The grade is based on demonstrated proficiency in the subject matter and the ability to demonstrate that proficiency, at least in part, by means of written expression that may include essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students.

(B) Units. The course grants units of credit in a manner consistent with the provisions of section 55002.5. The course outline of record shall record the total number of hours in each instructional category specified in governing board policy, the total number of expected outside-of-class hours, and the total student learning hours used to calculate the award of credit.

(C) Intensity. The course provides instruction in critical thinking and generally treats subject matter with a scope and intensity that prepares students to study independently outside-of-class time and includes reading and writing assignments and homework. In particular, the assignments will be sufficiently rigorous that students successfully completing each such course, or sequence of required courses, will have acquired the skills necessary to successfully complete degree-applicable work.

(D) Prerequisites and corequisites. When the college and/or district curriculum committee deems appropriate, the course may require prerequisites or corequisites (credit or noncredit) for the course that are established, reviewed, and applied in accordance with this article.

(3) Course Outline of Record. The course is described in a course outline of record that shall be maintained in the official college files and made available to each instructor. The course outline of record shall specify the unit value, the expected number of contact hours, outside-of-class hours, and total student learning hours for the course as a whole; the prerequisites, corequisites, or advisories on recommended preparation (if any) for the course; the catalog description, objectives, and content in terms of a specific body of knowledge. The course outline of record shall also specify types or provide examples of required reading and writing assignments, other outside-of-class assignments, instructional methodology, and methods of evaluation.

(4) Conduct of Course. All sections of the course are to be taught by a qualified instructor in accordance with a set of objectives and with other specifications defined in the course outline of record.

(5) Repetition. Repeated enrollment is allowed only in accordance with the provisions of article 4 of subchapter 1 of chapter 6 (commencing with section 54040), and section 58161.

(c) Noncredit Course. A noncredit course is a course which, at a minimum, is recommended by the college and/or district curriculum committee (the committee described and established under subdivision (a)(1) of this section) and approved by the district governing board as a course meeting the needs of enrolled students.

(1) Standards for Approval. The college and/or district curriculum committee shall recommend approval of the course if the course treats subject matter and uses resource materials, teaching methods, and standards of attendance and achievement that the committee deems appropriate for the enrolled students. In order to be eligible for state apportionment, such courses must be approved by the

Chancellor pursuant to article 2 (commencing with section 55150) of subchapter 2 of this chapter and satisfy the requirements of section 58160 and other applicable provisions of chapter 9 (commencing with section 58000) of this division.

(2) Course Outline of Record. The course is described in a course outline of record that shall be maintained in the official college files and made available to each instructor. The course outline of record shall specify the number of contact hours normally required for a student to complete the course, the catalog description, the objectives, contents in terms of a specific body of knowledge, instructional methodology, examples of assignments and/or activities, and methods of evaluation.

(3) Conduct of Course. All sections of the course are to be taught by a qualified instructor in accordance with the set of objectives and other specifications defined in the course outline of record.

(4) Repetition. Repeated enrollment is allowed only in accordance with provisions of article 4 of subchapter 1 of chapter 6 (commencing with section 54040), and section 58161.

(5) Prerequisites and corequisites. When the college and/or district curriculum committee deems appropriate, a noncredit course may serve as a prerequisite or corequisite for a credit course as established, reviewed, and applied in accordance with this article.

(d) Community Services Offering. A community services offering must meet the following minimum requirements:

(1) is approved by the district governing board;

(2) is designed for the physical, mental, moral, economic, or civic development of persons enrolled therein;

(3) provides subject matter content, resource materials, and teaching methods which the district governing board deems appropriate for the enrolled students;

(4) is conducted in accordance with a predetermined strategy or plan;

(5) is open to all members of the community willing to pay fees to cover the cost of the offering; and

(6) may not be claimed for apportionment purposes.

§ 40402. Required Scholarship.

Each undergraduate student shall complete with a **grade point average of 2.0 (grade C)** or better:

(a) All units applicable toward a degree, including those accepted by transfer from another institution;

(b) All units in the major; and

(c) All units attempted at the campus granting the degree, except that only those courses in which a letter grade (A, B, C, D, F) is assigned shall be used in computing grade point average.

In computing the grade point average, units attempted or grade points earned for previous attempts of courses which have been repeated with the approval of the appropriate campus authority, shall be excluded.

When, in the opinion of the appropriate campus authority, work completed during a previous enrollment at the campus or at another institution of higher education is substandard and not reflective of the student's present scholastic ability and level of performance, all work completed during one or two semesters (or up to three quarters), as the appropriate campus authority shall decide, may be disregarded in the computation of grade point averages and other requirements for graduation. The Chancellor shall establish provisions for the administration of this section.

§ 40403. Required Residence. BA

(a) Except as otherwise provided in this Section, **30 semester units** (45 quarter units) shall be earned in residence at the campus granting the degree. **Twenty-four of these units** (36 quarter units) shall be earned in upper division courses and **12 of the semester units** (18 quarter units) shall be in the major.

(b) Extension credit (often associated with professional development activities) or credit by evaluation shall not be used to fulfill any requirement prescribed by this section; provided, however, that the Chancellor may designate specified extension courses that may be offered for residence credit and may establish policies and procedures under which residence credit may be earned by evaluation. Academic credit earned through extended education may be applied toward the degree requirements.

(c) When the circumstances of an individual case make it appropriate, the appropriate campus authority may authorize the substitution of credit earned at other campuses or institutions for residence credit.

§ 66055.8

Notwithstanding any other provision of law, a campus of the California State University or the California Community Colleges that operates a registered nursing program shall not require a student who has been admitted to that registered nursing program and who has already earned a baccalaureate or higher degree from a regionally accredited institution of higher education to undertake any coursework other than the coursework that is unique and exclusively required to earn a nursing degree from that institution.

66746

(a) Commencing with the fall term of the 2011–12 academic year, a student who earns an associate degree for transfer granted pursuant to subdivision (b) shall be deemed eligible for transfer into a California State University baccalaureate program when the student meets both of the following requirements:

(1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district and meeting the requirements of an approved transfer model curriculum.

(2) Obtainment of a minimum grade point average of 2.0.

(b) (1) (A) As a condition of receipt of state apportionment funds, a community college district shall develop and grant associate degrees for transfer that meet the requirements of subdivision (a). A community college district shall not impose any requirements in addition to the requirements of this section, including any local college or district requirements, for a student to be eligible for the associate degree for transfer and subsequent admission to the California State University pursuant to Section 66747.

(B) Before the commencement of the 2015–16 academic year, a community college shall create an associate degree for transfer in the major and area of emphasis offered by that college for any approved transfer model curriculum finalized prior to the commencement of the 2013–14 academic year.

(C) A community college shall create an associate degree for transfer in every major and area of emphasis offered by that college for any approved transfer model curriculum approved subsequent to the commencement of the 2013–14 academic year within 18 months of the approval of the transfer model curriculum.

(D) Before the commencement of the 2015–16 academic year, there shall be the development of at least two transfer model curricula in areas of emphasis and, before the commencement of the 2016–17 academic year, there shall be the development of at least two additional transfer model curricula in areas of emphasis.

(2) The condition of receipt of state apportionment funding contained in paragraph (1) shall become inoperative if, by December 31, 2010, each of the state's 72 community college districts has submitted to the Chancellor of the California Community Colleges, for transmission to the Director of Finance, signed certification waiving, as a local agency request within the meaning of paragraph (1) of subdivision (a) of Section 6 of Article XIII B of the California Constitution, any claim of reimbursement related to the implementation of this article.

(c) A community college district is encouraged to consider the local articulation agreements and other work between the respective faculties from the affected community college and California State University campuses in implementing the requirements of this section.

(d) Community colleges are encouraged to facilitate the acceptance of credits earned at other community colleges toward the associate degree for transfer pursuant to this section.

(e) This section shall not preclude enrollment in nontransferable student success courses or preclude students who are assessed below collegiate level from acquiring remedial noncollegiate level coursework in preparation for obtaining the associate degree. Remedial noncollegiate level coursework and nontransferable student success courses shall not be counted as part of the transferable units required pursuant to paragraph (1) of subdivision (a).

66747.

(a) (1) Notwithstanding Chapter 4 (commencing with Section 66201), the California State University shall guarantee admission with junior status to any community college student who meets all of the requirements of Section 66746, with admission to a program or major and concentration, as applicable, that meets either of the following:

(A) Is similar to the student's community college transfer model curriculum-aligned associate degree for transfer, as determined by the California State University campus to which the student is admitted.

(B) May be completed with 60 semester units of study beyond the community college transfer model curriculum-aligned associate degree for transfer, with completion ability determined by the California State University campus to which the student is admitted.

(2) Admission to the California State University, as provided under this article, does not guarantee admission for a specific major or campus.

(3) Notwithstanding Chapter 4 (commencing with Section 66201), the California State University shall grant a student priority admission to his or her local California State University campus and to a program or major and concentration that is similar to the student's community college transfer model curriculum-aligned associate degree for transfer, as determined by the California State University campus to which the student is admitted.

(4) A California State University campus shall accept transfer model curriculum-aligned associate degrees for transfer in every major and concentration offered by that California State University campus that meets the requirements of paragraph (1). A California State University campus shall additionally make every effort to accept transfer model curriculum-aligned associate degrees for transfer in each of the California State University concentrations.

(5) As used in this section, a "concentration" is an area of specialization within a major degree program.

(b) A student admitted under this article shall receive priority over all other community college transfer students, in accordance with subdivision (b) of Section 66202, excluding community college students who have entered into a transfer agreement between a community college and the California State University prior to the fall term of the 2012–13 academic year. A student admitted pursuant to this article shall have met the requirements of an approved transfer agreement consistent with subdivision (a) of Section 66202.

(c) The California State University shall develop an admissions redirection process for students admitted under this article who apply for admission to the California State University, but are not accepted into the California State University campuses specifically applied to. This process shall be aligned with the guaranteed admission into the California State University system under subdivision (a).

66748.

(a) The California State University may require a student transferring pursuant to this article to take additional courses at the California State University so long as the student is not required to take any more than 60 additional semester units or 90 quarter units at the California State University for majors requiring 120 semester units or 180 quarter units. Specified high unit majors shall be exempt from this subdivision upon agreement by the Chancellors of the California State University and the California Community Colleges and their respective academic senates.

(b) Community college transfer units shall not be applicable to upper division requirements at the California State University, unless agreed upon by the local Academic Senates of the California State University and the California Community Colleges and the transferred units do not exceed the required 60 semester units or 90 quarter units required pursuant to paragraph (1) of subdivision (a) of Section 66746.

(c) The California State University shall not require students transferring pursuant to this article to repeat courses that are similar to those taken at the community college that counted toward the associate degree for transfer granted pursuant to Section 66746.

66748.5.

The California Community Colleges and the California State University, in consultation with students, faculty, student service administrators, the State Department of Education, the California Education Round Table, and other key stakeholders, shall develop a student-centered communication and

marketing strategy in order to increase the visibility of the associate degree for transfer pathway for all students in California that includes, but is not necessarily limited to, all of the following:

- (a) Outreach to high schools in accordance with existing high school outreach programs and activities performed by the colleges and universities.
- (b) Information on the pathway prominently displayed in all community college counseling offices and transfer centers.
- (c) Associate degree for transfer pathway information provided to all first-year community college students developing an education plan to aid them in making informed educational choices.
- (d) Targeted outreach to first-year students through campus orientations and student support services programs offered by the campus that may include, but are not necessarily limited to, Federal TRIO Programs, First-Generation Experience, MESA, and Puente.
- (e) Information on the pathway prominently displayed in community college course catalogs.
- (f) Information on the pathway prominently displayed on the Internet Web sites of each community college, each campus of the California State University, and on the CaliforniaColleges.edu Internet Web site.

66749.

(a) The Legislative Analyst's Office shall review and report to the Assembly Committee on Higher Education, the Senate Committee on Education, and the respective education finance budget subcommittees of the Assembly and the Senate in the spring of 2012, an update on the implementation of this article.

(b) The Legislative Analyst's Office shall also review and report to the Assembly Committee on Higher Education, the Senate Committee on Education, and the respective education finance budget subcommittees of the Assembly and the Senate, within four years of implementation of this article, on both of the following:

(1) The outcomes of implementation of this article, including, but not limited to, all of the following:

(A) The number and percentage of community college students who transferred to the California State University and earned an associate degree for transfer pursuant to this article.

(B) The average amount of time and units it takes a community college student earning an associate degree for transfer pursuant to this article to transfer to and graduate from the California State University, as compared to the average amount of time and units it took community college transfer students prior to enactment of this article, and compared to students using other transfer processes available.

(C) Student progression and completion rates.

(D) Other relevant indicators of student success.

(E) The degree to which the requirements for an associate degree for transfer take into account existing articulation agreements and the degree to which community colleges facilitate the acceptance of credits between community college districts, as outlined in subdivisions (c) and (d) of Section 66746.

(F) It is the intent of the Legislature that student outcome data provided under this subdivision include the degree to which the California State University was able to accommodate students admitted under this article to a campus of their choice and a major that is similar to their community college major.

(2) Recommendations for statutory changes necessary to facilitate the goal of a clear and transparent transfer process, including whether this article should be made applicable to students transferring from community colleges to the University of California.

66749.5.

(a) The Office of the Chancellor of the California Community Colleges shall report to the Legislature on or before December 1, 2016, the status of each community college's compliance with the provisions of this article related to creating associate degrees for transfer.

(b) The California State University shall submit two reports to the Legislature on campus acceptance of transfer model curricula by concentration, on or before December 1, 2016, and on or before December 1, 2017, respectively.

(c) (1) The California State University shall annually, commencing December 1, 2016, publicly post available data on all of the following:

(A) The number of students admitted with an associate degree for transfer.

- (B) The proportion of students with an associate degree for transfer who graduate from the California State University within two or three years.
 - (C) The number of students with an associate degree for transfer who applied to a campus of the California State University and were redirected to another campus than that indicated in the application.
 - (D) The number of students described in subparagraph (C) who ultimately enrolled at a California State University campus.
- (2) This subdivision shall become inoperative on November 30, 2021.
- (d) (1) The requirements for submitting reports on or before December 1, 2016, imposed under subdivisions (a) and (b) are inoperative on December 1, 2020, and the requirement for submitting a report on or before December 1, 2017, imposed under subdivision (b) is inoperative on December 1, 2021, pursuant to Section 10231.5 of the Government Code.
- (2) Reports to be submitted pursuant to subdivisions (a) and (b) shall be submitted in compliance with Section 9795 of the Government Code.

66749.6.

- (a) (1) An independent institution of higher education that chooses to accept an associate degree for transfer does not guarantee admission to a particular campus or program.
- (2) An independent institution of higher education that chooses to accept an associate degree for transfer, shall guarantee admission with junior status to a community college student who meets all of the requirements of Section 66746, with admission to a program or major and concentration, as applicable, that meets either of the following:
- (A) Is similar to the student's community college transfer model curriculum-aligned associate degree for transfer, as determined by the independent institution of higher education to which the student is admitted.
- (B) May be completed with not more than 68 additional semester units for majors at institutions requiring 128 semester units or not more than 102 quarter units at institutions requiring 192 quarter units for a degree. An independent institution of higher education admitting a community college student with an associate degree for transfer may require the student to take additional courses at the institution as long as the student is not required to take any more than the additional semester units or quarter units specified in this subparagraph. High unit majors and additional campus-specific courses or requirements that an institution requires for graduation by all undergraduate students, and that would not otherwise be considered an educational requirement at a public institution, shall be exempt from this subparagraph.
- (b) Community college transfer units shall not be applicable to upper division requirements at an independent institution of higher education unless agreed upon by the local academic senates of the independent institution of higher education and the California Community Colleges, and the transferred units do not exceed the required 68 semester units or 102 quarter units, pursuant to subparagraph (B) of paragraph (2) of subdivision (a).
- (c) An independent institution of higher education shall not require students transferring pursuant to this article to repeat courses that are similar to those taken at the community college that counted toward the associate degree for transfer.
- (d) Discussions concerning the associate degree for transfer program, including the development of new majors, shall include participation by the association representing the largest number of independent institutions of higher education.

66749.7.

The Chancellor's Office of the California Community Colleges and those independent institutions of higher education that choose to commit to accept a student with an associate degree for transfer, in consultation with students, faculty, student service administrators, the State Department of Education, the California Education Round Table, and other key stakeholders, shall develop a student-centered communication and marketing strategy in order to increase the visibility of the associate degree for transfer pathway for all students in California that may include, but is not necessarily limited to, all of the following:

- (a) Outreach to high schools relative to the associate degree for transfer pathway that build upon existing high school outreach programs and activities performed by the California State University and the University of California.
- (b) Pathway information that may be prominently displayed in all community college counseling offices and transfer centers.
- (c) Pathway information that may be provided to all first-year community college students developing an education plan to aid them in making informed educational choices.
- (d) Targeted outreach on the pathway that may be provided to first-year community college students through campus orientations and student support services programs offered by the campus that may include, but are not necessarily limited to, Federal TRIO Programs, First-Generation Experience, MESA, and Puente.
- (e) Information on the pathway that may be prominently displayed in community college course catalogs.
- (f) Information on the pathway that may be prominently displayed on the internet website of each community college and independent institution of higher education that chooses to commit to accept a student with an associate degree for transfer, and on the California Colleges internet website, californiacolleges.edu.

70901.

(a) The Board of Governors of the California Community Colleges shall provide leadership and direction in the continuing development of the California Community Colleges as an integral and effective element in the structure of public higher education in the state. The work of the board of governors shall at all times be directed to maintaining and continuing, to the maximum degree permissible, local authority and control in the administration of the California Community Colleges.

(b) Subject to, and in furtherance of, subdivision (a), and in consultation with community college districts and other interested parties as specified in subdivision (e), the board of governors shall provide general supervision over community college districts, and shall, in furtherance of those purposes, perform the following functions:

(1) Establish minimum standards as required by law, including, but not limited to, the following:

(A) Minimum standards to govern student academic standards relating to graduation requirements and probation, dismissal, and readmission policies.

(B) Minimum standards for the employment of academic and administrative staff in community colleges.

(C) Minimum standards for the formation of community colleges and districts.

(D) Minimum standards for credit and noncredit classes.

(E) Minimum standards governing procedures established by governing boards of community college districts to ensure faculty, staff, and students the right to participate effectively in district and college governance, and the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration, and the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

(2) Evaluate and issue annual reports on the fiscal and educational effectiveness of community college districts according to outcome measures cooperatively developed with those districts, and provide assistance when districts encounter severe management difficulties.

(3) Conduct necessary systemwide research on community colleges, and provide appropriate information services, including, but not limited to, definitions for the purpose of uniform reporting, collection, compilation, and analysis of data for effective planning and coordination, and dissemination of information.

(4) (A) Provide representation, advocacy, and accountability for the California Community Colleges before state and national legislative and executive agencies.

(B) In order to wholly engage in the recognition review process of an accrediting agency pursuant to subdivision (c) of Section 72208, conduct a survey of the community colleges, including consultation with representatives of both faculty and classified personnel, to develop a report to be transmitted to the

United States Department of Education and the National Advisory Committee on Institutional Quality and Integrity that reflects a systemwide evaluation of the regional accrediting agency based on the criteria used to determine an accreditor's status.

(5) (A) Administer state support programs, both operational and capital outlay, and those federally supported programs for which the board of governors has responsibility pursuant to state or federal law. In so doing, the board of governors shall do the following:

(i) (I) Annually prepare and adopt a proposed budget for the California Community Colleges. The proposed budget shall, at a minimum, identify the total revenue needs for serving educational needs within the mission, the amount to be expended for the state general apportionment, the amounts requested for various categorical programs established by law, the amounts requested for new programs and budget improvements, and the amount requested for systemwide administration.

(II) The proposed budget for the California Community Colleges shall be submitted to the Department of Finance in accordance with established timelines for development of the annual Budget Bill.

(ii) To the extent authorized by law, establish the method for determining and allocating the state general apportionment.

(iii) Establish space and utilization standards for facility planning in order to determine eligibility for state funds for construction purposes.

(B) The board of governors may enter into a direct contract with the Academic Senate for the California Community Colleges for the purpose of supporting statewide initiatives, projects, and programs within the purview of the Academic Senate for the California Community Colleges. If the board of governors elects to enter into a direct contract with the Academic Senate for the California Community Colleges, the contract shall specify the objectives and the expected outcomes of the contract.

(6) (A) Establish minimum conditions entitling districts to receive state aid for support of community colleges. In so doing, the board of governors shall establish and carry out a periodic review of each community college district to determine whether it has met the minimum conditions prescribed by the board of governors.

(B) In determining whether a community college district satisfies the minimum conditions established pursuant to this section, the board of governors shall review the regional accreditation status of the community colleges within that district.

(7) Coordinate and encourage interdistrict, regional, and statewide development of community college programs, facilities, and services.

(8) Facilitate articulation with other segments of higher education with secondary education.

(9) Review and approve comprehensive plans for each community college district. The plans shall be submitted to the board of governors by the governing board of each community college district.

(10) Review and approve all educational programs offered by community college districts and all courses that are not offered as part of an educational program approved by the board of governors.

(11) Exercise general supervision over the formation of new community college districts and the reorganization of existing community college districts, including the approval or disapproval of plans therefor.

(12) Notwithstanding any other provision of law, be solely responsible for establishing, maintaining, revising, and updating, as necessary, the uniform budgeting and accounting structures and procedures for the California Community Colleges.

(13) Establish policies regarding interdistrict attendance of students.

(14) Advise and assist governing boards of community college districts on the implementation and interpretation of state and federal laws affecting community colleges.

(15) Contract for the procurement of goods and services, as necessary.

(16) Carry out other functions as expressly provided by law.

(c) Subject to, and in furtherance of, subdivision (a), the board of governors shall have full authority to adopt rules and regulations necessary and proper to execute the functions specified in this section as well as other functions that the board of governors is expressly authorized by statute to regulate.

(d) Wherever in this section or any other statute a power is vested in the board of governors, the board of governors, by a majority vote, may adopt a rule delegating that power to the chancellor, or any officer, employee, or committee of the California Community Colleges, or community college district, as the board of governors may designate. However, the board of governors shall not delegate any power that is expressly made nondelegable by statute. Any rule delegating power shall prescribe the limits of delegation.

(e) In performing the functions specified in this section, the board of governors shall establish and carry out a process for consultation with institutional representatives of community college districts so as to ensure their participation in the development and review of policy proposals. The consultation process shall also afford community college organizations, as well as interested individuals and parties, an opportunity to review and comment on proposed policy before it is adopted by the board of governors.

(f) (1) The board of governors shall administer the online community college established pursuant to subdivision (a) of Section 75001. In its capacity as the governing board of the online community college, the board of governors shall carry out the functions specified in Section 75003. Members of the board of governors shall receive their actual and necessary traveling expenses while on official business. Each member shall also receive one hundred dollars (\$100) for each day he or she is attending to official business.

(2) (A) The board of governors shall contract with a community college district board of trustees for purposes of establishing a separate collective bargaining agreement with employees of the online community college pursuant to the Educational Employment Relations Act established in Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code. The Chancellor of the California Community Colleges shall designate the contract community college district. Employees represented by the collective bargaining agreement established pursuant to this paragraph shall be recruited, recommended for hire, and assigned and directed by the chief executive officer of the online community college appointed pursuant to subdivision (d) of Section 75005.

(B) Notwithstanding subdivision (d) of Section 75007, the contract entered into pursuant to subparagraph (A) shall be exempt from any provision of law relating to competitive bidding, and shall be exempt from the review or approval of any division of the Department of General Services. For only the contract, or contracts, applicable to subparagraph (A) the chancellor's office shall also be exempt from the requirements of Article 6 (commencing with Section 999) of Chapter 6 of Division 4 of the Military and Veterans Code and Part 2 (commencing with Section 10100) of Division 2 of the Public Contract Code.

(C) The chief executive officer of the online college or his or her designee shall participate in the collective bargaining process pursuant to subparagraph (A).

(3) The chief executive officer of the online college shall clarify the identity of the employer of record for all staff of the online college.

78040.

For purposes of this article, "district" means any community college district identified by the Chancellor of the California Community Colleges as participating in the statewide baccalaureate degree pilot program. Each participating district may establish one baccalaureate degree pilot program pursuant to Section 78041.