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Chapter Lead Nohemy Ornelas:
Chapter 3(CC),4&5
Policy Area Chapter 4
Academic Affairs
References 10+1, CCLC |
Legally Required

BP 4100 Graduation Requirements for Degrees and Certificates

The District grants the degrees of Associate in Arts, Associate in Arts-Transfer, Associate in Science and Associate in Science-Transfer (AA/AS) to those students who have completed the subject requirements for graduation. The District also grants Certificates of Achievement and Certificates of Completion. Non-credit certificates, such as Certificates of Competency (e.g., Job Readiness Skills Certificate), will be included to ensure recognition of diverse student achievements. Note: Non-credit certificates are not transcribed on the official academic transcript.

The Chancellor shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local curriculum committee. The procedures shall assure that graduation requirements are published in the college catalog(s) and included in other resources that are convenient for students.

References:

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

Attachments

[BP 4100 Graduation Requirements for Degrees and Certificates - Comments](#)

[BP 4100 Graduation Requirements for Degrees and Certificates - Legal Citations](#)

Approval Signatures

Step Description	Approver	Date
Approved per Level 3 process in AP 2410	Brooke Quinones: HR Admin	09/2025

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AP 4100 Graduation Requirements for Degrees and Certificates

Graduation Requirements for Degrees and Certificates

Degree or Certificate graduation requirements are developed through collegial consultation on each campus, approved by the Board of Trustees, and published in the respective college catalogs.

For Associate in Arts and Associate in Science Degrees (AA/AS), the requirements include:

- Demonstrate competence in reading, in written expression, and in mathematics as defined in the college catalog.
- Satisfactorily complete at least 60 semester units of college work and have maintained a 2.0 grade point average in subjects attempted unless otherwise stipulated by the major. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations and Education Code.
- Complete at least 18 semester units in general education and at least 18 semester units in a major listed in the State Chancellor's Taxonomy of Programs.
- Complete at least 12 semester units of study in residence; exceptions to the residence requirement can be made by the Governing Board when an injustice or under hardship would result.
- Complete a minimum of general education course work in the natural sciences, the social and behavioral sciences, humanities and communication, analytical thinking and Ethnic Studies.

Note: Detailed graduation requirements are listed in the respective college catalog.

College work includes all courses acceptable toward the associate degree 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.

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

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

Certificates

Successful completion of a course of student or curriculum that consists of 16 or more semester units of degree-applicable credit coursework for a certificate of achievement shall be designed to demonstrate that the students has completed coursework and developed capabilities relating to a career or general pathway.

Requirements for the District include:

- Shorter credit programs that lead to a certificate may be established by the District.
- Content and assessment standards for certificates shall ensure that certificate programs at either college are consistent with the mission of the college, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.
- The District may obtain approval of a direct assessment competency-based program from the California Community College Chancellor's office.

References:

Title 5, Sections 55060 et seq. and 55270 et seq.

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