AP 4100   GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

References:
>   Title 5 Sections 55002, 55060 et seq. and 55270 et seq.

Degree
The Associate of Arts (A.A.) Degree or Associate of Science (A.S.) Degree will be awarded to any student upon satisfactory completion of all of the following requirements:

1. Competence in reading, written expression, and mathematics, and satisfactory completion of a course in ethnic studies.

    a. Students who have maintained catalog rights prior to Fall 2019:

        1) A satisfactory score on the Math Assessment Test, i.e., eligibility beyond Math 101 or,
        2) Completion of Elementary Algebra (Math 101 or Math 101A plus Math 101B or Math 101X plus Math 101Y) with a grade of "C" or higher, "CR" or "P", and
        3) Completion of Statway II (Stat 106),
        4) Completion of Intermediate Algebra (Math 103 or Math 103A plus Math 103B or Math 103X plus Math 103Y) with a grade of "C" or higher, "CR," or "P", and
        5) Completion of English 120 or 150 with a grade of "C" or higher, "CR," or "P" depending on the major requirements.

    b. Students entering Fall 2019 or any term thereafter:

        1) A satisfactory score on the Math Competency Test,
        2) Enroll and pass a transfer-level math course with a grade of "C," "P," or higher, or
        3) Complete an Advanced Placement (AP) math (calculus AB, BC or statistics) exam with a score of "3" or higher, or
        4) Other means as written in the current catalog, and
        5) Completion of English 150 with a grade of "C" or higher.

2. The student must satisfactorily complete at least sixty (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.

~~The work must include~~ The work must include at least 18 semester units or 27 quarter units in general education and at least 18 semester units or 27 quarter units in a major listed in the community college's "Taxonomy of Programs."

The work must include at least 12 semester units or 18 quarter units of study in residence; the Board may excuse the residence requirement to alleviate injustice or undue hardship.

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.

The District must offer ethnic studies.

a. College of Marin courses numbered 0-99 do not apply toward the 60 units required for graduation, even though they may be listed as part of a vocational program major.

b. Students who have maintained catalog rights prior to Fall 2009, must have an overall grade point average (GPA) of 2.0 or higher in all courses taken at the College of Marin and all courses transferred from other colleges used toward a degree or Certificate of Achievement, and be in good academic standing at the college.

c. All students entering Fall 2009 or any term thereafter, each course applied towards the major or area of emphasis must be completed with a grade of "C" or higher, "CR" or "P" if the course is taken on a "pass/no-pass" basis (Title 5 Section 5063(a)(2))

3. A minimum of 19 semester units in general education and at least 18 semester units in an approved major as described in the college catalog. For general education, students may use COM's local GE pattern, CSU GE Breadth or IGETC. Courses in the major can double count as general education courses.

4. A minimum of 12 units successfully completed in residence at the College of Marin.

Associate in Arts or Associate in Science for Transfer (AA-T/AS-T) Degrees
To earn an Associates in Arts or Associates in Science for Transfer (AA-T/AS-T) Degree, as described in the college catalog, a student must:

1. Complete a minimum of sixty (60) lower division CSU-transferable semester units.

   a. Complete required units in the major, and

   b. Complete either the CSU GE Breadth or IGETC pattern.

2. Each course required for the major or area of emphasis must be completed with a grade of "C" or higher, "CR" or "P" if the course is taken on a "pass/no-pass" basis (Title 5 Section 5063 (a) (2)).

3. Maintain a minimum grade point average (GPA) of 2.0 or higher in all CSU-transferable coursework.

4. A minimum of 12 degree-applicable units must be completed at the College of Marin.

Certificate of Achievement
A Certificate of Achievement will be awarded upon satisfactory completion of the following requirements:

1. Successful completion of a course of study or curriculum that consists of 18 or more semester units of degree-applicable credit coursework as described in the college catalog.

2. Students who have maintained catalog rights prior to Fall 2009, must have an overall grade point average (GPA) of 2.0 or higher for all courses taken at the College of Marin or transferred from other colleges, which are to be applied toward the Certificate of Achievement.

3. All students entering Fall 2009 or any term thereafter must complete each course applied towards the major and/or area of emphasis with a grade of "C" or higher, "CR" or "P" if the course is taken on a "pass/no-pass" basis (Title 5 Section 5063(a) (2)).

4. Courses numbered 0-99 are non-degree applicable but may be used for a Certificate when listed as a major requirement.

Skills Certificates
Requirements for skills certificates are less than 18 units and are listed in the college catalog. Students should check with the director or department chair for the process to receive completed certificates.

Catalog Rights
The catalog sets forth requirements for achieving an Associate Degree or Certificate of Achievement and these requirements may change from one catalog to the next. Catalog rights are established for any semester that a student is in attendance. The specific catalog employed toward graduation requirements for Associate Degrees or Certificates of Achievement and all implied rights cease after two consecutive semesters of nonattendance. State of California and federal law, as well as College of Marin Board Policy, shall take precedence over catalog rights. Students not enrolled when applying for an Associate Degree or Certificate of Achievement and who have maintained their catalog rights, may use that catalog or any subsequent catalog up to and including the current catalog.

Degree Requirements
District policies and procedures regarding requirements for general education, Associate Degrees and Certificate of Achievements are updated and published in the college catalog and filed with the State Chancellor's Office.

Course Substitution/Waiver
Substitution/Waiver for any required course must be approved through student petition. An official transcript and catalog description must accompany the petition. For non-comparable courses, Department Chairs will be consulted to determine course acceptability. Even with an approved waiver, students must complete a minimum of 60 units for graduation, have a minimum of 18 units in the major, 19 units in general education and complete the residency requirement.

Official Transcripts
In order to apply units completed at another institution toward a degree or a Certificate of Achievement,

official transcripts may be mailed or hand-delivered, provided they arrive in an original sealed and stamped envelope from the issuing institution. College of Marin will also accept faxed or e-mailed official transcripts from a district approved secured credentialing service. Official transcripts have an embossed or water seal. Official transcripts, if mailed, should be sent via U.S. Mail to the College of Marin Counseling Department, Kentfield, CA 94904. Transcripts from other colleges received by the College of Marin will not be copied for release to the student.

Transfer Units
1. U.S. Accredited Colleges: Students may only transfer lower division units from a regionally accredited college or university.

2. Foreign Colleges: Transcripts from foreign colleges and universities will be accepted only when evaluated by U.C., C.S.U., or an evaluating service recognized by the College of Marin. Lower division credit will be granted when the academic level of the course work is deemed to be comparable to that of classes taught in regionally accredited United States colleges and universities.

3. Upper Division Courses: Upper divisions units may not be used toward an AA or AS degree. Students may, however, submit a petition to the Office of Enrollment Services for a waiver of requirements with relevant upper division work. Even with an approved waiver, students must complete a minimum of 60 units for graduation, have a minimum of 18 units in the major, 19 units in general education and complete the residency requirement.

Graduation Applications
The completion of an Application for Graduation/Certificate of Achievement and any relevant official transcripts and petitions must be submitted by the established deadline.

1. Graduation requirements must come from a single catalog. Students, who have maintained their catalog rights, may use that catalog or any subsequent catalog up to and including the current catalog.

2. Students who have been awarded a degree and/or Certificate of Achievement in a major and want to be awarded the AA-T/AS-T degree in that same discipline must complete all requirements for that major to be awarded the degree.

3. A student who receives a Certificate of Achievement may subsequently complete requirements and earn a degree in the same major, since the degree represents a higher level of accomplishment. A Certificate of Achievement in the same major will not be granted after receipt of a degree in the same major. A student, who at the time of applying is eligible for a degree, will not be issued a certificate in the same major.

General Education (GE) Certification for Transfer
Students requesting GE Certification must complete:

1. All courses with a "C" or higher "CR" or "P" for IGETC Certification.

2. All courses with a 2.00 grade point average (GPA) or higher with a minimum of 30 units completed with a "C" or higher for CSU Certification.

Outstanding Debt

A Diploma, Certificate of Achievement may not be released until the student has paid all outstanding debts to the college.

Deleted Degrees and Certificate of Achievements

1. Students who have maintained their catalog rights:

   a. After a degree or Certificate has been deleted, it may still be conferred for 3 years beyond the deleted date if the degree or Certificate of Achievement is not out-of-compliance with Title 5.

   b. If courses that are part of a deleted degree or Certificate of Achievement have also been phased out, students and counselors should work with the discipline Department Chairs or coordinator to determine suitable/appropriate courses to substitute for requirements that are no longer offered.

2. Students who have not maintained their catalog rights, must follow the college's policy on Catalog Rights.

3. Degrees or Certificates of Achievement that are out-of-compliance with Title 5 cannot be conferred past the deletion date.

The District may obtain approval of a direct assessment competency-based program from the California Community College Chancellor's office.

For additional information pertaining to deleted degrees and Certificates of Achievement, please consult with a College of Marin Counselor.

Office of Primary Responsibility: Vice President of Student Learning and Success

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Date Approved: December 9, 2008 *(Replaced portions of College of Marin Procedure 4.0003 DP.10)*
Date Reviewed/Revised: June 18, 2013; June 16, 2015; December 8, 2015; May 17, 2016;
                                        March 14, 2023
Date Revised: