

## Academic Affairs

The Service updated this legally required procedure to revise associate degree requirements to align with changes in the Title 5 regulations. **This is a 10 +1.** Mici 10-22-2024

To Jon H./Enrollment 10-22-2024

To Cari/Asst VP Instruction

Copy Dana/SLS

To Academic Senate

**AP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES****References:**

Title 5 Sections ~~55002~~, 55060 et seq. and 55270 et seq.

**Coursework for Associates Degrees**

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.

The student must satisfactorily complete at least sixty (60) semester units of college work. A definition of "college work" degree-applicable lower division credit courses, including courses that apply to the major or area of emphasis in career technical fields and courses in composition, reading, and mathematics or quantitative reasoning may not be more than one level below transfer. Below transfer level course requirements must align with Education Code section 78213. 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 courses must include at least 18 semester units or 27 quarter units of focused study in a major or interdisciplinary area of emphasis.

A “major” is a focused program of study within a specific discipline, which may include some coursework outside the primary discipline. Programs designed to provide transfer preparation must be designed to meet specific lower-division requirements in comparable baccalaureate majors.

An “area of emphasis” is an interdisciplinary program of study encompassing a broad range of courses from multiple related academic disciplines, providing the student with an academic pathway broader than a specific major but more focused than general education.

~~The **work** courses must include at least 18-21 semester units or 27 28-31.5 quarter units in of general education and at least 18 semester units or 27 quarter units in a major listed in the community college’s “Taxonomy of Programs.”~~ General education must include a minimum of work in (1) English Composition, Oral Communication, and Critical Thinking, (2) Mathematical Concepts and Quantitative Reasoning, (3) Arts and Humanities, (4) Social and Behavioral Sciences, (5) Natural Sciences, and (6) Ethnic Studies, (7) Health and Personal Growth

### **Other Conditions for Awarding Associate Degrees**

The District will award an associate degree to students who fulfill the coursework requirements described above or completed the requirements for an approved intersegmental lower-division general education pattern used for transfer to the University of California or the California State University and who met the following conditions:

~~The **work** must include student satisfactorily completed~~ 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 student satisfactorily completed each course counted toward the major or area of emphasis requirement with a grade of “C” or better, or of “P” if the course is taken on a “pass-no pass” basis.

The student completed the requirements for the associate degree with a minimum cumulative grade point average of 2.0 in the degree-applicable courses. If a student accumulates units beyond those required for the degree that lower the student’s cumulative grade point average below 2.0, the District may compute the grade point average based solely on those courses used to satisfy the degree requirements, provided that the coursework used to compute the grade point average fulfill all major or area of emphasis and general education requirements.

Courses that meet or exceed the standards of the California Community Colleges completed at other institutionally accredited institutions shall be counted toward associate degree unit requirements. A course may not be counted in more than one general education area, even if the course is approved in multiple general education areas. Students may use the same course to meet a local general education requirement and to satisfy a general education requirement at the California State University or the University of California if that segment accepts the course for this purpose.

Students may receive credit for knowledge or skills acquired through a district's procedures for awarding credit

for prior learning.

Students who have been awarded a bachelor's degree from an institutionally accredited institution shall be deemed to have fulfilled the general education course requirements for the associate degree.

~~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 who intend to transfer shall be advised of limitations transfer institutions may place on the transferability of credits, based on institutional accreditation, course modality, and any other relevant factors.

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

~~The District must offer ethnic studies.~~

- c. 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.
  - d. 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.
  - e. 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))
2. 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, or **Cal-GETC**. Courses in the major can double count as general education courses.
  3. 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, **Cal-GETC**
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 and Other Credit Programs**

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. **Catalog rights start based on the term that is active at the time of enrollment. The catalog period is set to the academic year which starts with fall and is fall, spring, and then summer.**

### **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

Date Reviewed/Revised: June 18, 2013; June 16, 2015; December 8, 2015; May 17, 2016; March 14, 2023; October 17, 2023

**Date Revised:**