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

AP 4100 Graduation Requirements for Degrees and Certificates

Rely Primarily Upon the Advice and Judgment

References:

Title 5 Sections 55000 et seq.

Note: This procedure is legally required.

For the Associate in Arts or Associate in Science degree, a student must demonstrate competence in reading, in written expression, and in mathematics. The student must satisfactorily complete at least 60 semester units degree-applicable, college work (including transfer coursework, if applicable) and maintain a minimum cumulative grade point average (GPA) of 2.0. In accordance with the Program & Course Approval Handbook, "There may also be additional graduation requirements at individual colleges, such as physical education. Some students who intend to transfer will complete more than 60 semester or 90 quarter units in order to meet all requirements for the associate degree."

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

"College work" refers to courses acceptable toward the associate or baccalaureate degree include those that have been properly approved pursuant to Title 5 Section 55002(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 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" or in an area of emphasis involving lower-division coursework which prepares students for a field of study, or for a specific major at the University of California or the California State University. Completion of coursework with minimum grades of "C" or "P" must be earned in each course required in the major/area of emphasis. Any course taken on a "Pass/No Pass" basis with a grade of "P" shall apply toward the major/area of emphasis units provided a "P" is equivalent to a "C" or better, per Title 5 Section 55063(a)(2).

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

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

Students may petition to have noncredit courses applied 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 California Community Colleges Chancellor's Office.

For a certificate of achievement (COA), a student must successfully complete a program of study or curriculum that consists of 8 or more semester units of degree-applicable credit coursework (per Title 5, section 55070(c)). The awarding of a certificate of achievement demonstrates that the student has completed coursework and developed capabilities relating to career or general education.

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

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

Certificates for which California Community Colleges Chancellor's Office approval is not sought, such as job skills certificates, may be given any name or designation deemed appropriate, except for certificate of achievement, certificate of completion, or certificate of competency.

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