



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES
Number	AP 4100
Status	Active
Legal	Title 5 Sections 55000.5, 55002, 55022-55024, 55063, 55060-55064, 55070-55072.
Adopted	June 16, 2010
Last Revised	June 21, 2011
Last Reviewed	May 19, 2011

Graduation Requirements for Degrees and Certificates of the District Colleges must address the following:

- 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 of degree-applicable college work.
- A definition of “college work” 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:
  - at least 18 semester units in general education as noted in AP 4025.
  - at least 18 semester units in a major listed in the Community Colleges “Taxonomy of Programs” or 18 semester units in an area of emphasis approved by the CCCC.
  - at least 12 semester units in residence at the college granting the degree; exceptions to the residence requirement can be made by the Board when an injustice or undue hardship would result
  - The general education requirements must include a minimum amount of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality.
  - Ethnic studies must be offered.
- Standards of Scholarship:
  - Students must achieve a cumulative grade point average of no less than 2.0 in all degree-applicable college and university coursework attempted.
  - Courses used for Areas of Emphasis or Majors must be completed with a grade of C or better or “P” in each course.
  - 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.
- For a Certificate of Achievement, a student must successfully complete a course of study that has been approved by the CCCC and that consists of 18 or more semester units of degree-applicable credit coursework. Additionally, a student must earn a cumulative grade point average of not less than 2.0 in all degree-applicable college and university coursework attempted and must complete at least 12 semester units in residence at the college granting the certificate. Certificate programs may also be approved for fewer units (a minimum of 12 and a maximum of 17.5 semester units of degree-applicable credit coursework). The same scholarship and residency standards would apply. 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 Proficiency Award may be established by the District.

- Content and assessment standards for Proficiency Awards shall ensure that these programs are consistent with the District Colleges' mission, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement. A student must earn a cumulative grade point average of 2.0 in all degree-applicable credit coursework attempted. Proficiency Awards cannot be memorialized on a student transcript.

### **Graduation Application Procedure**

- Students must file a petition for a degree and/or certificate through the Counseling Office.
- District Colleges offer three graduation dates: Summer term, Fall semester, Spring semester.
- Graduation ceremonies are conducted at the end of the Spring semester.
- Graduation petition deadline dates are locally announced at each District College.

### **Variance in Major Requirements**

Occasionally a student may have difficulty in completing exact major requirements as specified in the college catalog due to circumstances of class schedule conflicts, class cancellation, related but nonequivalent coursework taken outside of this college district, or circumstances beyond the control of the student. Under such circumstances, a student may file a Petition for Variance to seek approval from the appropriate college officials to substitute one or more courses in a designated major, an area of emphasis, or in general education. The petition forms are available in the Counseling Center.

### **Double Counting**

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.

### **Catalog Rights/Continuous Enrollment**

A student remaining in continuous enrollment at one or more of the colleges of the Ventura County Community College District (VCCCD) or at any other regionally accredited college or university, may meet the VCCCD graduation requirements in effect at the time of his/her entering or at any time thereafter. This applies only to graduation requirements and not to policies, procedures, or other regulations. Catalog rights/continuous enrollment are defined as attendance in at least one term each calendar year. Any academic record symbol entered on a transcript (A-F, CR, CRE, NC, P, NP, I, IP, RD, W, MW) shall constitute enrollment or attendance.

A student who has not maintained continuous enrollment is considered to be under new requirements when returning unless the student is granted a petition/waiver for extenuating circumstances. This petition must be initiated by the student through a college counselor and approved by the appropriate dean or designee.

Students should be made aware that other governing agencies may impose more restrictive limitations concerning the definitions of continuous enrollment or continuous attendance. Some agencies define continuous enrollment as remaining in attendance both fall and spring semesters. Some will not accept selected academic record symbols (such as Ws). Those affected by more restrictive guidelines include students receiving financial aid and alien students.

### **Academic Year**

The Fall semester is the first term of an academic year. A summer term, whether one or more sessions, constitutes the last term of an academic year.

### **Guidelines for Additional Degrees**

Any college in the Ventura County Community College District will award additional associate degrees under the following conditions:

- A student who has earned an associate degree at any regionally accredited institution may earn additional associate degrees.
- Additional degrees can be in a specific major, a general studies area of emphasis or an additional option within the field of the original degree.
- Students must meet all minimum Title 5 requirements for the catalog year covering the additional degree(s). These include, but are not limited to residency requirements, a minimum of 12 additional units for each degree (i.e., a minimum total of 72 units for a second degree and 84 units for a third degree, etc.) and competency requirements in written expression and mathematics.

- Students must complete all required major/emphasis courses listed in the appropriate year's catalog for the specific major, area of emphasis or area of option for the additional degree(s).
- A student who already holds an Associate degree or higher degree from any regionally accredited institution or one evaluated as equivalent to a regionally accredited institution only needs to complete minimum Title 5 requirements and the major/emphasis requirements to earn an additional degree. No further general education or local additions will be required.

Appeals to the above policy may be submitted to the Executive Vice President, or designee. Waivers may be granted under extenuating circumstances or when there has not been sufficient opportunity to enroll in required courses.