

**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

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

References: Title 5 Sections 55060 et seq. and 55270 et seq.

I. Associate Degrees

The Associate Degree provides a framework within which students complete patterns of learning experiences designed to develop capabilities and insights to support their academic and career goals. Among these capabilities and insights are competencies that are germane to all aspects of higher education and comprise a “general education” curriculum, such as the ability to think critically and to communicate clearly and effectively both orally and in writing, to use quantitative reasoning, understand the modes of inquiry of the major disciplines, to be aware of other cultures and times, to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding.

General education introduces students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must have mastered principles, concepts, and methodologies both unique to and shared by the various disciplines.

(a) A minimum of 60 semester units (90 quarter units) of 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 not more than one level below transfer. Below transfer level course requirements must align with Education Code section 78213.

(b) A minimum of 18 semester units (27 quarter units) of focused study in a major or interdisciplinary area of emphasis.

(c) A minimum of 24 semester units (36 Quarter Units) of general education in the areas described below.

(1) English Composition, Oral Communication, and Critical Thinking (minimum of 6 semester/8 quarter units) including:

(A) English Composition (minimum of 3 semester/4 quarter units).

(B) Oral Communication and Critical Thinking (minimum of 3 semester / 4 quarter units).

(2) Mathematical Concepts and Quantitative Reasoning (minimum of 3 semester / 4 quarter units).

(3) Arts and Humanities (minimum of 3 semester / 4 quarter units).

(4) Social and Behavioral Sciences (minimum of 3 semester / 4 quarter units).

- (5) Natural Sciences (minimum of 3 semester / 4 quarter units
- (6) Ethnic Studies (minimum of 3 semester/4 quarter units).
- (7) Personal Health and Wellness Kinesiology Dance (minimum of 3 semester/4 quarter units).

Associate in Arts for Transfer and Associate in Science for Transfer degrees

The Degree of Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T) will be conferred with a major consisting of a minimum of eighteen (18) units in an area of emphasis (or major).

A listing of all AA-T or AS-T degrees can be found in the degree listing in the Citrus College catalog. Degree course criteria includes the following:

1. Certified completion of a minimum of sixty (60) CSU transferable semester units.
2. Minimum GPA of 2.0 in all CSU-transferable coursework (some majors may require a higher GPA).
3. Completion of the major units with a grade of "C" or better or a "P" if the course is taken on a Pass-No Pass basis.
4. Certified completion of the California State University General Education (CSUGE) breadth pattern or the California General Education Transfer Curriculum (Cal-GETC) pattern.

All Local Area Requirements are waived pursuant to SB 1440.

55062. Conditions for Awarding the Associate Degree.

(a) District governing boards shall confer the associate degree upon students who have fulfilled the course requirements of section 55061, and who have met the following conditions:

- (1) Satisfactory completion of at least 12 semester units (18 quarter units) in residence (Students may petition to waive this requirement due to an undue hardship.)
- (2) Satisfactory completion of 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.
- (3) Completion of a minimum 24 semester units (or 36 Quarter Units) general education pattern pursuant to section 55061, or completion of the requirements for an approved intersegmental lower-division general education pattern used for transfer to the University of California or the California State University. (CSUGE, IGETC, Cal-GTEC)
- (4) Completion of the requirements for the associate degree with a minimum cumulative grade point average of 2.0 in the degree-applicable courses.

(a) If units accumulated beyond those required for the degree lower a student's cumulative grade point average below 2.0, a computed grade point average based solely on those courses used to satisfy the degree requirements, will be used provided that the coursework used to compute the grade point average fulfill all major/area of emphasis and general education requirements.

(b) 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.

(c) Courses may meet multiple requirements, including general education and major requirements. Courses may not be counted in more than one general education area, even if the course is approved in multiple general education areas.

(d) Students may receive credit for knowledge or skills acquired through a district's procedures for awarding credit for prior learning.

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

(f) Students may petition noncredit courses via Credit for Prior Learning (CPL) to count toward satisfaction of the requirements for an associate degree.

(g) Students who intend to transfer shall be advised of credit limitations including but not limited to; Credit for Prior Learning, Institutional Accreditation and Dual Enrollment.

5. Transcripts from foreign colleges and universities will be accepted only when evaluated by an evaluating service recognized by Citrus College. Credit will be granted when the academic level of the coursework is deemed to be comparable to that of classes taught in fully accredited United States colleges and universities. No grade points will be given on the Citrus College transcript for courses taken at foreign institutions.

Students with Career and Technical Education (CTE) majors must receive departmental approval to include coursework from outside sources before a degree can be conferred.

Graduation/Certificate Application

Completion of an Application for Graduation/Certificate together with submission of relevant petitions and official transcripts by stipulated deadlines. Citrus College may award a degree if a student has met the requirements for graduation and consents to the award without requiring the student to submit a graduation petition.

a. Graduation requirements must come from a single catalog.

Note: District policies and procedures regarding general education and degree requirements are updated and published in the college catalog and filed with the State Chancellor's Office.

Outstanding Debt

A diploma and/or certificate may not be released until the student has paid all outstanding debts to the college.

Multiple Majors

Within the graduation requirements for the Associate Degree at Citrus College, it is possible for a student to complete the requirements for more than one major providing that minimum requirements are met for each major.

The District recognizes that the official Citrus College catalog outlines the rights and responsibilities of enrolled students, including catalog rights for those transferring from any California Community College.

1. Graduation requirements are determined based on the catalog in effect at the time of a student's first enrollment or any subsequent catalog year. Each new catalog year begins with the fall semester. If a student enrolls in the summer, they are entitled to the catalog rights of the previous fall semester.
2. The first enrollment takes place when a student enrolls in a credit course and may occur while the student is still in high school.
3. Students transferring into Citrus College from another California Community College and seeking an Associate Degree for Transfer or completing a specific general education pattern may follow the requirements in the Citrus College catalog that was in effect at the time of their first enrollment at any California Community College.
4. Students pursuing an associate degree, excluding associate degrees for Transfer (ADTs), may choose to graduate under the Citrus College catalog in effect for any year between the date of their first enrollment within the Community College System and the date they petition to graduate.
5. For students pursuing specific CTE degrees or certificates, program requirements are determined by the catalog in effect at the time of their first enrollment at Citrus College or any catalog year in which they were continuously enrolled. If a CTE program or certificate is discontinued, students have up to three years to complete it.
6. When a required course under a catalog is discontinued, a student may petition to substitute the course. Required courses are offered for a fixed duration to allow students to complete their programs within a reasonable period, after which they may be formally discontinued. Having catalog rights does not obligate the college to continue offering discontinued courses, and this may limit the ability to exercise catalog rights for expired programs.
7. Students with extenuating circumstances may petition for an exception to the above policies with Counseling and Advisement.

II. Certificates

Certificates 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. Some certificates approved by the Chancellor's Office may contain 8-17.5 units. At least 50% of the course work must be completed at Citrus College. The 50% requirement may be waived by discipline faculty based on submission of proof of completion of industry certification of skills on a case by case basis.
2. Demonstration that the student has completed coursework and developed capabilities relating to career or general education.
3. A grade point average of 2.0 or better for each course taken at the college or elsewhere, which is to be applied toward the certificate.
4. An Application for Graduation/Certificate together with relevant petitions and official transcripts by stipulated deadlines. Citrus College may award a certificate if a

student has met the requirements for a certificate without requiring the student to submit an application.

5. A minimum of 6 units in residence must be completed for transfer certificates.
6. For CTE certificates, coursework not completed at Citrus College must be articulated course-to-course by discipline faculty.

III. Skill Awards

Skill awards are shorter credit programs established by the District that:

1. Are consistent with the mission of the District;
2. Meet a demonstrated need;
3. Are feasible and adhere to guidelines on academic achievement;
4. Do not require California Community College Chancellor's Office approval;
5. May be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency; and
6. At least 50% of the course work must be completed at Citrus College.

Note: State of California and federal law, as well as Citrus College Board Policy, shall take precedence over catalog rights.

IV. Official Transcripts

In order to apply units completed at another institution toward a degree, official transcripts may be mailed, submitted electronically, or hand-delivered provided that if hand delivered they arrive in an officially stamped and sealed envelope by the issuing institution.

V. Institutional Accreditation

Coursework completed at colleges and universities accredited by the following institutional accreditations may be accepted towards meeting the requirements for Associate Degrees for Transfer and other four-year transfer goals:

- Accrediting Commission for Community and Junior Colleges (ACCJC) Western Association of Schools and Colleges (WASC)
- Higher Learning Commission (HLC)
- Middle States Commission on Higher Education (MSCHE)
- New England Commission of Higher Education (NECHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- WASC Senior College and University Commission (WSCUC)

For students not seeking an associate degree for Transfer (ADT) or transfer, coursework from other accrediting bodies may be considered on a case-by-case basis.

Students who have been awarded an associates or bachelor's degrees from any institutionally accredited colleges and universities, including those accredited by other institutional accreditors not listed above are automatically deemed to have completed the general education requirements for local associate degrees only, and the Citrus College GE requirements are waived.

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