



AP 4100 Graduation Requirements for Degrees and Certificates

Associate Degrees

For the Associate in Arts (A.A.) or Associate in Science (A.S.) degree, a student must demonstrate competence in reading, written expression, and mathematics. The Associate in Arts (A.A.) Degree or Associate in Science (A.S.) Degree will be awarded to any student upon satisfactory completion of all of the following requirements:

1. Competency Requirements
 - a. Mathematics Competence – Proficiency in Mathematics may be satisfied by one of the following:
 - i. Placement into MATH 25 or higher as determined by the Chaffey assessment process or
 - ii. Successful completion (grade “C” or higher) of one of the intermediate algebra or higher level math or statistics courses listed here: MATH 25, 31, 60, 61, 65A, 65B, 75, 81, 85; SOCIAL SCIENCE 10; STATISTICS 10
 - b. Reading and Writing Competence – Proficiency in reading and writing may be satisfied by the following:
 - i. Successful completion of ENGLISH 1A (grade “C” or higher).
2. Sixty (60) units of accredited lower division college credit in courses that have been properly approved pursuant to Title 5 Section 55002(a).
 - Foundational courses numbered in the 500’s and 600’s do not apply toward the 60 units required for graduation.
 - Students may petition to have noncredit courses counted toward the satisfaction of requirement for an associate degree.

3. Major Requirement

Completion of at least 18 units with a grade of “C” or better in each course attempted that is counted toward the major.



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4. General Education

- Completion of one of the following options:
 - Option I: 18 units as stipulated by the Chaffey College Catalog; or
 - Option II: 39 units stipulated by the CSU general education certification requirements; or
 - Option III: 34 units as stipulated by the completion of the IGETC.
- There is no limit on the number of units that may count towards both general education and major requirements.
- Note: A multi-cultural (ethnic studies) course is offered in at least one of the general education areas listed above.
- 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 general education requirements must include course 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.
- 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.

5. Residence Requirement

Successful completion of a minimum of 12 units in residence.

6. Scholarship Requirements

All degree requirements including General Education must be completed with an overall grade point average of 2.0 (“C”) or better. In addition, all courses that count toward the Associate Degree major or area of emphasis must be satisfactorily completed with grades of “A”, “B”, “C”, or “P”.



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7. Transfer Units

From U.S. accredited colleges: Credit for college-level courses completed at other accredited education institutions will be evaluated for content quality upon receipt of an official transcript and completion of a Request for Unit Evaluation form in the Admissions and Records Office. Full unit credit normally will be granted.

From foreign colleges: Transcripts from foreign colleges and universities will be accepted only when evaluated by an evaluating service recognized by Chaffey College. Credits from an evaluation service are counted as earned credits only. Grade point averages from foreign institution are not included on the Chaffey academic transcript.

8. Graduation/Certificate Application

Students must file a formal application for graduation in the College Counseling Center. Students may graduate at the end of any semester or summer session.

Graduation requirement must come from a single catalog.

A student who receives an associate degree may subsequently or simultaneously work on additional degrees.

9. Financial Responsibility

Student grades, transcripts, enrollment and degree verifications, diplomas, and registration privileges will be withheld pending settlement of any outstanding financial obligation to the District.

10. Multiple Majors

Within the graduation requirement for the associate degree at Chaffey 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.



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Associate Degrees for Transfer

The Associate Degree for Transfer will be awarded to any student upon satisfactory completion of the following requirements:

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework.
3. Completion of a minimum of 18 semester units in an “AA-T” or “AS-T” major. All courses in the major must be completed with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.
4. Completion of one of the General Education Patterns listed below:
 - Option I: CSU General Education requirements; or
 - Option II: Intersegmental General Education Transfer Curriculum (IGETC) that must include an Oral Communication course (Area 1 Group C); or
 - Option III: IGETC for STEM that must include an Oral Communication course (Area 1 Group C) if option is indicated in the specific degree description; or
 - Option IV: CSU GE Breadth for STEM if option is indicated in the specific degree description; or
 - Option V: 16-20 units of IGETC general education for an Associate in Science for University of California (UC) transfer.

Certificates

1. Certificates of Achievement

Certificates of Achievement are state-approved certificate programs of study consisting of 16 or more semester units of degree-applicable coursework. These certificates appear by name on the student’s transcript. These certificates must:

- Be consistent with the mission of the District
- Meet a demonstrated need



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- Be feasible and adhere to guidelines on academic achievement
- Demonstrate a well-defined pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education. (Program and Course Approval Handbook)

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

- a. Successful completion of a course of study (grade point average of 2.0 or higher) or curriculum that consists of 16 or more semester units of degree-applicable credit coursework
- b. An application for graduation/certificate together with relevant petitions and official transcripts by stipulated deadlines.

2. Certificates of Career Preparation

Certificates of Career Preparation are locally-approved certificate programs of study consisting of fewer than 18 units of degree-applicable coursework. These certificates do not show up on a student's transcript. These certificates must:

- Be consistent with the mission of the District
- Meet a demonstrated need
- Be feasible and adhere to guidelines on academic achievement
- Not require California Community Colleges Chancellor's Office approval
- Demonstrate a well-defined pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education. (Program and Course Approval Handbook)

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

- a. Successful completion of a course of study or curriculum (grade point average 2.0 or higher) that consists of fewer than 18 semester units of degree-applicable credit coursework
- b. An application for graduation/certificate together with relevant petitions and official transcripts by stipulated deadlines.



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Catalog Rights

Students who maintain continuous enrollment may elect to graduate under the requirement of the Chaffey College catalog in effect at the time of admission to Chaffey College or at the intended date of graduation from Chaffey College.

Continuous Attendance

Students who have maintained continuous attendance at any accredited college (attendance in at least one semester or two quarters, excluding summer sessions, each calendar year – January 1 through December 31 – as indicated on permanent record) have the option of meeting the current requirements or those in effect at the time continuous attendance began at Chaffey College.

Official Transcripts

In order to apply units completed at another institution toward a degree, official transcripts may be delivered by appropriate electronic means, mailed or hand delivered provided they arrive in an officially stamped and sealed envelope by the issuing institution. Official transcripts have an embossed or water seal.

Transcripts from colleges accredited by one of the regional accrediting associations will be evaluated upon student's request.

Transcripts from non-accredited colleges may be evaluated for prerequisite and course placement. Military service credits based on DD-214 are evaluated and posted upon request.

References: Title 5 Sections 55060 – 55072

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