

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

Title 5 Sections 55002, 55060 et seq., 55062 and 55063

**Degree**

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.
  - a. Students who have maintained catalog rights prior to Fall 2009:
    - 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 English 120 or 150 with a grade of "C" or higher, "CR," or "P" depending on the major requirements.
  - b. Students entering Fall 2009 or any term thereafter:
    - 1) A satisfactory score on the Math Assessment Test, i.e., eligibility beyond Math 103 or
    - 2) 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" or
    - 3) Completion of Statway II (Stat 106)
    - 4) Completion of English 150 with a grade of "C" or higher.
2. Sixty (60) lower division degree applicable units of regionally accredited college courses that have been properly approved pursuant to Title 5 Section 55002(a) and 55062.
  - a. 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.
  - b. 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.

- c. 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))
3. 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.
4. A minimum of 12 units successfully completed in residence at the College of Marin in the major. When injustice or undue hardship would result, students may file a petition at the Office of Enrollment Services to have this requirement waived. The petition will be forwarded to the department for review. Even with an approved waiver, students must complete a minimum of 60 units for graduation, have a minimum of 18 units in the major and 19 units in general education.

### **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.
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**

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.

**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. A student who receives a Degree/Certificate of Achievement in one major may subsequently or simultaneously work on a Degree/Certificate of Achievement in another major within that discipline, provided there are 12 different units completed in that additional degree. When there are fewer than 12 different units, students should:
  - a. Consult with the discipline department chair or coordinator for acceptable units to fulfill this degree requirement, and
  - b. Submit a petition to the Office of Enrollment Services for the additional units needed to fulfill this requirement.
3. 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.
4. 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 and official transcripts 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.

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 Student Services

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*(Replaces portions of College of Marin Procedure 4.0003 DP.10)*

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