AP 4100  GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

References:
Title 5 Sections 55060 et seq.

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. Math Proficiency - One of the following options:
      1) A satisfactory score on the Math Assessment Test, i.e., eligibility for Intermediate Algebra (Math 103) or
      2) Completion of Elementary Algebra (Math 101 or Math 101A plus 101B or Math 101X plus 101Y) with a grade of "C" or higher.
      Students entering College of Marin in Fall 2009 or after, must fulfill this requirement with Math 103, intermediate Algebra.

   b. English competence (reading and written expression): English 120 or 150 with a "CR," "Pass" or a grade of "C" or higher, depending on the Major requirement. Students entering College of Marin in Fall 2009 or after, must fulfill this requirement with English 150.

2. Sixty (60) units of accredited lower division college credit in courses that have been properly approved pursuant to Title 5 Section 55002(a).
   a. Remedial Courses: English classes numbered under English 120 and Math classes below Math 101 may not be used toward a degree.

   b. Basic skills courses under 100 do not apply toward the 60 units required for graduation, even though they may be listed as part of a major vocational program major.

3. At least 18 semester units in general education and at least 18 semester units in a major approved at the College of Marin.
   a. Majors and major requirements are listed in the catalog.

4. At least 12 units successfully completed in residence at the College of Marin in the major.
   a. When injustice or an undue hardship would result, students may file a petition at the Admissions and Records Office to have this requirement waived. The petition will be forwarded to the department for review.

5. An overall grade point average of 2.0 in all courses taken at College of Marin and all other courses transferred from other colleges used toward a Degree or Certificate, a 2.0 grade point average in Major requirements, and be in good academic standing at the college. For the Dental Assisting, Early Childhood Education, Medical Assisting, and Registered Nursing Education Majors, a grade of "C" or higher is needed in each course.

6. Completion of general education requirements that include a minimum of work in the natural sciences, social and behavioral sciences, humanities, and language and rationality as outlined in the college catalog.
   a. A course in ethnic studies must be offered in at least one of the areas listed above.
7. Course Substitution: Substitution 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.

8. Transfer Units:
   a. From U.S. Accredited Colleges: Students may only transfer units from regionally accredited colleges or universities. Upper division units may not be used toward an AA or AS degree. Students may, however, submit a petition to the Admissions and Records Office for a waiver of requirements with relevant upper division work.

   b. From 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. Credit will be granted when the academic level of the course work is deemed to be comparable to that of classes taught in fully accredited United States colleges and universities.

   c. In order to apply units completed at another institution toward a degree, official transcripts may be mailed or hand-delivered provided they arrived in an officially stamped and sealed envelope by the issuing institution. Official transcripts have an embossed or water seal. Transcripts should be sent via U.S. Mail to College of Marin. Transcripts from other colleges received by the College of Marin will not be copied for release to the student.

9. The completion of an Application for Graduation/Certificate and any relevant official transcripts or petitions by the established deadline.
   a. Graduation requirements must come from a single catalog.

   b. A student who receives a Degree/Certificate in one discipline may subsequently or simultaneously work on a Degree/Certificate in another discipline, provided there are 12 different unit requirements in the Major.

10. Outstanding Debt: A Diploma and/or Certificate may not be released until the student has paid all outstanding debts to the college.

A student who receives a Certificate may subsequently complete requirements and earn a Degree in the same discipline, since the Degree represents a higher level of accomplishment. A Certificate in the same discipline will not be granted after receipt of a Degree in the same discipline. A student, who at the time of applying is eligible for a degree, will not be issued a certificate in the same discipline.

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.

Certificates
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.

2. Demonstration that the student has completed coursework and developed capabilities relating to career or general education.

3. A “C” grade point average (2.0) for all courses taken at the college or elsewhere, which are to be applied toward the Certificate.
   a. Courses numbered below 100 are non-degree applicable but may be used for a Certificate when listed as a Major requirement.

**Skills Certificates**
Skill Certificates are shorter credit programs established by the District that:
- are consistent with the mission of the District,
- meet a demonstrated need,
- are feasible and adhere to guidelines on academic achievement,
- do not require California Community College Chancellor’s Office approval, and
- may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

Students should check with the director or department chair of the program for specific requirements.

**Catalog Rights**
The catalog sets forth requirements for achieving an Associate Degree or Certificate 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 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 a Degree or Certificate must use the current catalog.

**Official Transcripts**
In order to apply units completed at another institution toward a degree, official transcripts may be 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 should be sent via U.S. Mail to: the College of Marin, Kentfield, CA 94904. Transcripts from other colleges received by the College of Marin will not be copied for released to the student.

**Outstanding Debt**
A Diploma and/or Certificate may not be released until the student has paid all outstanding debts to the college.

Office of Primary Responsibility: Vice President of Student Learning

**Date Approved:** December 9, 2008

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