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**Administrative Procedure**  
Chapter 4 – Academic Affairs

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

**References:**

Title 5 Sections 55060 et seq.

**Responsibilities**

The Vice President, Academic Affairs, shall administer these regulations in conjunction with the Office of Admissions and Records.

**Definitions**

College work includes those courses acceptable toward the associate degree that have been properly approved pursuant to the 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.

**Curriculum Committee**

The Committee on Curriculum and Instruction, herein referred to as the Curriculum Committee, is the primary recommending body on curriculum and instruction. It is a standing committee of the Academic Senate. The Curriculum Committee establishes procedures to determine degree and certificate requirements. The procedures shall assure that graduation requirements are published in the District's catalog and included in other resources that are convenient for students and will be filed with the California Community Colleges Chancellor's Office.

**Associate in Arts, Associate in Science Requirements**

- A. For the Associate in Arts or Associate in Science degree, a student must demonstrate competence in reading, in written expression, and in mathematics.
- B. A student may be eligible for an Associate in Arts or Associate in Science degree when the following requirements are met:
  - 1. The student must satisfactorily complete at least 60 degree-applicable semester units.

2. The work must include at least 12 semester units of study in residence.
3. The general education requirements must include a minimum of work in English composition, communication and analytical thinking, natural sciences, social and behavioral sciences, humanities and arts.
4. The work must include at least 18 semester units in general education and at least 18 semester units in a major listed in the Community Colleges "Taxonomy of Programs."
5. Ethnic studies must be offered.

### **Certificate of Achievement Requirements**

A student may be eligible for a Certificate of Achievement when the following requirements are met:

- A. For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 16 or more semester units of credit coursework. The Certificate of Achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.
- B. Course content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of Long Beach Community College District, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.
- C. Shorter credit programs that lead to a certificate may be established by the District.
- D. Certificates for which the California Community Colleges Chancellor's Office approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

### **Acceptance of Transfer Credit from Other Colleges, Universities, and Institutions**

#### **Responsibilities**

- A. The Vice President, Academic Affairs, shall be responsible for the establishment of appropriate standards for the acceptability of transfer credit.
- B. The Dean of Enrollment Services shall be responsible for the enforcement of the standards of acceptability and for maintaining appropriate records on all transfer credit.

#### **Institutions Within the United States**

- A. Transfer credit, if otherwise appropriate, shall only be accepted from colleges and universities which have been properly accredited by one of the regional Associations of Schools and Colleges.
- B. The acceptable accrediting associations are the Middle States Association of Colleges and Schools; North Central Association of Colleges and Schools; Southern Association of Colleges and Schools; New England Association of Schools and Colleges; Northwest Association of Schools and Colleges; and the Western Association of Schools and Colleges.

### **United States Military Institutions**

Acceptance of transfer credit for education completed during military service will be in accordance with the associate/baccalaureate credit recommendations contained in "A Guide to the Evaluation of Educational Experiences in the Armed Services" published by the American Council on Education (ACE). Students must submit documentation of educational experiences during military service. Acceptable documents include but are not limited to: AARTS or SMART Transcript; DD-214; DD-295; NAV/PERS 1070/604; DD-2586; National Guard Bureau (NGB) Form 22E; Coast Guard Institute; and the Community College of the Air Force (CCAF).

### **Foreign Institutions**

Acceptance of transfer credit from foreign schools shall be subject to the student obtaining, at his/her/their own expense, a transcript evaluation from a Credentials Evaluation Service as designated by the Dean of Admissions and Records.

### **Acceptable Credit**

- A. Only lower division credit will generally be accepted. An upper division course will only be accepted if the specific course is substantially the same as the corresponding course at Long Beach City College.
- B. Second party credits will not be accepted. Example: School A, whose credits we would normally accept, has itself accepted credits from School B. Long Beach City College will not accept credits from School B through School A, but only directly from School B if otherwise acceptable.
- C. Credits from other schools which are equivalent to one or more of our course offerings, or which may be used in lieu of one or more of our course offerings, may be applied to our degree and certificate requirements as if the coursework were taken here. If not equivalent, transfer credits may only be used for elective credit toward our degree and/or certificates.
- D. Where equivalency of transfer credits is questionable, the Records Office shall solicit the assistance of the College and Schools Articulation Office and the appropriate

Instructional Dean or Department Head in determining whether or not a transfer credit is equivalent to our coursework.

- E. Credit for six units, three in Physical Education and three in Health Education, will be granted to any student who supplies proper proof of at least one year of active duty service in the armed forces of the United States.
- F. No credit will be granted for seminars or other instruction conducted by private or public agencies even though the academic level can be shown to be equal to ours. Students in these situations may apply for credit by examination.

### **General Education Certification**

- A. Credits from other institutions that are regionally accredited may be used toward lower division general education requirements for the California State University breadth and the University of California Intersegmental General Education Transfer Curriculum (IGETC) for General Education (GE) Certification. Courses used for this purpose are those that are currently approved by the CSU and/or UC system for general education credit.
  - 1. Subject area placement for the CSU is determined based on where the credit was used for general education from the institution in which the course was completed.
  - 2. Subject area placement for the UC is determined based on how, and if, the course was used at any community college in California.
- B. A minimum of 12 semester units (18 quarter units) of general education must be completed in residence for CSU GE Breadth Certification.

Also see BP/AP 2510 Participation in Local Decision-Making, BP 4100 Graduation Requirements for Degrees and Certificates, BP/AP 4101 Independent Study, BP/AP 4102 Career and Technical Education, BP/AP 4103 Work Experience, BP/AP 4104 Contract Education, and BP/AP 4105 Distance Education.

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