AP 4100  Associate Degree and Certificate Requirements

Reference:  Title V, Section 55063

4100.1 In order to receive a degree, a student must file a Petition for an Associate Degree in the Counseling Office by the Friday of the first week for the Fall, Spring, or Summer term, in which they will complete their degree requirements. Specific dates are published each term in the Schedule of Classes.

4100.1a A student must send all external transcripts that include coursework to be used for the Associate Degree to the Admissions and Records Office prior to filing a petition for the Associate Degree.

4100.1b Transcripts with coursework in progress during the final term must be sent to the Admissions and Records Office prior to the awarding of the degree.

4100.1c A student must file a Request for Inclusion of External Coursework form with the Admissions and Records Office to have external coursework included in the program evaluation.

4100.1d Good standing is defined as not being on academic or progress probation, subject to dismissal, or dismissal status at College of the Canyons. A student’s academic standing is based only on units earned at College of the Canyons.

4100.1e Students may request the substitution of a course/s for a required Associate degree or certificate course/s by filing a Request for Substitution form with a Counselor. The Request will be forwarded to the Graduation Technician for approval from the appropriate Department Chair and Division Dean. If approved, the Graduation Technician will modify the Program Evaluation to include the substitution. For the AA-T or AS-T the CID number of the course requested for substitution must match the original course.

4100.1f A student may be granted subject credit (for example- an upper division course). Awarding subject credit is defined as the use of a course passed with a “C” or better without unit or grade point value to meet a general education or major requirement without the units being required for that particular general education area/major. However, students must complete the Title V minimum 18 units in a major, the Title V minimum 18 units in Associate Degree General Education, the Title V minimum 60 units for the Associate Degree, and the total number of units required for CSU General Education and IGETC certification.
4100.1g If a student misses the petition for an Associate Degree deadline for a given term, the student may petition the following term. If the student loses catalog rights, the student will need to meet all the requirements of the new catalog year.

4100.2 The Counseling Office will review the Petition for an Associate Degree and verify the catalog year prior to submitting the petition to the Graduation Technician. The Graduation Technician will verify the student’s progress towards completion of their program.

4100.3 Associate Degree requirements are determined according to the catalog in effect at the time of first enrollment. If enrollment is continuous, then graduation requirements are taken from the catalog in effect at the time of first enrollment or any other subsequent catalog the student chooses.

When a break in enrollment occurs, graduation requirements are determined according to the catalog in effect at the time of re-entry into continuous enrollment. A break is defined as any four consecutive terms; e.g. fall, winter, spring, and summer in which the student is not enrolled.

4100.4 A student may choose to meet the requirements of any subsequent catalog for the major while retaining the General Education requirements from the original catalog to which the student has rights.

4100.5 The Santa Clarita Community College District offers transfer Associate Degrees with exceptions made to the General Education Requirements listed in section 4100.4. The specific exceptions are listed below. The Associate Degrees listed below have exceptions made based on current law or requirements placed on the degree by external certifying boards.

4100.5a Requirements for transfer majors prescribed by SB 1440 are exempt from all local General Education Requirements and may not be changed by local authorities.

4100.5b The Liberal Arts and Sciences majors (as well as the former Transfer Studies major) are exempt from the Physical Education and Wellness requirement.

4100.5c The RN and LVN-to-RN majors are exempt from Physical Education and Wellness and the Diversity requirement.

4100.5d The Paralegal Studies major must meet the American Bar Association criteria. Therefore a separate General Education pattern is required for this major.
Academic recognition at graduation will be based upon all degree applicable units from College of the Canyons and from all other regional accredited colleges where the student has completed units. Categories of academic recognition include the following.

**Cum Laude Graduate** – requires a cumulative Associate degree applicable grade point average of 3.5 - 3.69.

**Magna Cum Laude Graduate** - requires a cumulative Associate degree applicable grade point average of 3.7 - 3.89.

**Summa Cum Laude Graduate** - requires a cumulative Associate degree applicable grade point average of 3.9 - 4.0.

**Chancellor’s Honors Scholar** – the student or students with the highest cumulative Associate degree applicable grade point average and has completed the College of the Canyons Honor’s Program requirements; including at least a 3.5 grade point average in all University of California transferable courses.

**Valedictorian** – the student or students with the highest cumulative Associate degree applicable grade point average.

The grade point averages listed above will be evaluated at the end of the fall term prior to spring and summer term graduates and at the end of the summer term for fall graduates.

The Admissions and Records office will post the academic recognition on the College official transcript once all requirements for graduation are verified.

The Cum Laude, Magna Cum Laude, and Summa Cum Laude graduation recognition will be included on the College of the Canyons’ diploma.

Students must file a petition for a Certificate of Achievement or a Certificate of Specialization in the Counseling Office during the term in which they will complete their certificate requirements.

Students must send all external transcripts that include coursework to be used for the certificate to the Admissions and Records Office prior to filing a petition for the certificate.

Transcripts with coursework in progress during the final term must be sent to the Admissions and Records Office prior to the awarding of the degree.
4100.7c Students must file a Request for Inclusion of External Coursework form with the Admissions and Records Office to have external coursework included in their program evaluation.

4100.7d Certificates in CSU General Education Breadth, IGETC-CSU, or IGETC-UC will be evaluated at the time a student requests certification on the transcript request.

4100.7e The Admissions and Records office will identify students who have earned a Certificate of Competency or Certificate of Completion for continuing education program at the end of fall, spring, and summer terms.

4100.8 In addition to coursework, students may meet the unit and course requirement for the Physical Education and Wellness area of the degree requirements by meeting one of the criteria below. The student must bring in appropriate documentation to the Admissions and Records Office.

4100.8a A student can provide a DD-214 or a SMART transcript from the military. The DD-214 or transcript must show a discharge of any status other than dishonorable discharge and evidence of continuous United States active duty military service for more than 181 days to have the requirement fulfilled.

4100.8b A student receives credit for training which meets the standards of the California Peace Officers Standards and Training (POST) Commission. One unit of credit will be granted for every 50 hours completed for a maximum of 10 units toward the Associate Degree.

The units will be posted once one unit has been completed by a student at College of the Canyons who completes the Inclusion of Law Enforcement Training form provided in the Admissions and Records Office. The Physical Education and Wellness requirement will then be waived.

4100.8c A student may receive credit for public safety academy training which meets the standards of any POST certification course taken outside the District. The credit must be certified by a state government agency. This documentation may be an external transcript or a letter provided by the agency including the course outline, hours of training, and time period for which the training occurred. The Physical Education and Wellness requirement will then be waived.