



ADMINISTRATIVE PROCEDURES

No. 4100.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

As authorized by the California Code of Regulations, Title 5 (Education) section 55063, the Mendocino-Lake Community College District Governing Board confers the Associate in Arts degree, the Associate in Science degree, Associate in Arts for Transfer (AA-T), the Associate in Science for Transfer (AS-T) and Certificates of Achievement on students who meet the respective requirements listed in this administrative procedure and the college catalog. In accordance with Title 5 section 55070, the Mendocino-Lake Community College District also confers locally approved non-credit Certificate of Completion, Certificate of Competency and local certificates.

Only those courses which have been designated as appropriate to the associate degree in accordance with Title 5, Section 55063 and that meet the standards and criteria described in Title 5, Section 55002 and have been properly approved pursuant to this section, shall be applied to any degree or certificate awarded by the district. Courses completed at regionally accredited institutions other than a California community college, are expected to meet the same standards. District policies and procedures regarding general education and program requirements must be published in the college catalog and must be filed with the California Community College Chancellor's Office (CCCCO).

Graduation Requirements for Degrees and Certificates must address the following:

Associate Degrees and Associate Degrees for Transfer

For the Associate of Arts (AA) or Associate of Science (AS) degree, a student must:

- Demonstrate competency in reading, in written expression, and in mathematics as defined in Title 5 section 55063 for the appropriate catalog year.
- Satisfactorily complete at least 60 semester units of degree-applicable college work.
- Achieve a cumulative grade point average of no less than 2.0 in all degree-applicable college and university coursework attempted.
- Complete the major and/or area of emphasis coursework, a minimum of 18 semester units, prescribed in a State Chancellor's Office approved AA or AS degree with no less than a "C" or "P" in each course.
- Complete the required specified subjects and units in general education as defined in AP 4025.1
- Complete a minimum of 12 semester units in residency at the college granting the degree. Exceptions to the residency requirement can be made by the Board when an injustice or undue hardship would result.

For the Associate of Arts for Transfer (AA-T) or the Associate of Science for Transfer (AS-T) degrees a student must:

- Complete 60 CSU transferable semester units.

Adopted: April 16, 2015

Revised: May 18, 2018

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- Achieve a CSU transferable GPA of no less than 2.0.
- Complete the major coursework, a minimum of 18 semester units, prescribed in a State Chancellor's Office approved AA-T or AS-T with no less than a "C" or "P" in each course.
- Complete the CSU GE-Breadth pattern or IGETC pattern for CSU.
- Complete 12 semester units in residence at the college granting the degree.

Certificates of Achievement

For a Certificate of Achievement, a student must successfully complete a course of study that has been approved by the CCCCO and that consists of 18 or more semester units of degree applicable 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. The CCCCO may approve Certificate programs for fewer units (a minimum of 12 and a maximum of 17.5 semester units of degree-applicable credit coursework), in this case, the same scholarship and residency standards would apply.

For a Certificate of Achievement, a student must:

- Complete the major coursework, a minimum of 18 semester units (or between 12 and 17.5 units in a low-unit certificate), prescribed in a State Chancellor's Office approved Certificate of Achievement.
- Complete all applicable coursework in a state approved Certificate of Achievement with no less than a "C" or "P" (formerly "CR") in each course.
- Complete 12 semester units in residence at the college granting the degree.

Non-credit Certificates of Competency and Completion

Non-credit courses that lead to a Certification of Completion or a Certification of Competency must be approved by the college Curriculum Committee, Board of Trustees and the California Community College Chancellor office. Content and assessment standards for non-credit certificates shall ensure that these programs are consistent with the Mendocino-Lake Community College District's mission, meet a demonstrated need, include curriculum standards, have adequate resources, and are in compliance. Programs leading to a non-credit certificate shall be noted in the College catalog. These certificates will be recorded on the student's transcript.

For a non-credit certificate, a student must:

- Complete all applicable coursework in a Mendocino-Lake Community College District Board approved certificate by completing the prescribed amount of hours.

Skill awards are shorter credit or non-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;
- May be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency

Credit Certificate of Skills

To award a credit Certificate of Skills (approved locally) at Mendocino-Lake College District, the college shall certify that the following requirements have been met:

- Up to and including 17.5 semester units

- Completion of specified courses with a “C” grade

These certificates will not be recorded on the student’s transcript.

Non-credit Certificate of Skills

To award a non-credit Certificate of Skills (approved locally) at Mendocino-Lake College District, the college shall certify the following requirements have been met:

- Completion of specified courses by completing the prescribed amount of hours.

These certificates will not be recorded on the student’s transcript.

Graduation Application Procedure

1. Students must file a petition for a degree and, certificate, through the Admissions and Records Department.
2. Mendocino-Lake Community College District offers three graduation dates: fall semester, and spring semester, and summer term.
3. Graduation ceremonies are conducted at the end of the spring semester.
4. Graduation petition deadline dates are locally announced in the Academic Calendar.

Course Substitution for Major, Institutional Requirements, and/or General Education Requirements

Occasionally a student may have difficulty in completing exact major and/or general education requirements as specified in the college catalog due to circumstances of class schedule conflicts, class cancellation, related but nonequivalent coursework taken outside of this college district, or circumstances beyond the control of the student. Under such circumstances, a student may file a Petition for Course Substitution to seek approval from the appropriate college officials to substitute one or more courses in a designated major, an area of emphasis, institutional requirements and/or in general education. The petition forms are available in the Admissions and Records Department.

Reciprocity for CSU GE-Breadth or Intersegmental General Education Transfer Curriculum (IGETC) Requirements

Students who are required to complete CSU GE-Breadth or IGETC for their particular degree, such as General Studies pattern III or Associate Degrees for Transfer, or Certificates of Achievement in CSU GE-Breadth or IGETC, shall have their courses evaluated for reciprocity according to the rules set forth by either CSU GE-Breadth in Executive Order (EO) 1065 or in the most current version of the IGETC Standards.

Course Substitution within approved Associate Degrees for Transfer (AA-T/AS-T)

While the C-ID system establishes course-to-course reciprocity, where C-ID descriptors are not in place or where the substitution does not involve deeming two courses comparable, substitution decisions must be informed by the judgment of discipline faculty or curriculum committee faculty co-chair and curriculum committee VPAA co-chair. When an AA-T or AS-T degree is being conferred, any substitutions made must result in the awarding of a degree that is consistent with the parameters defined by the TMC (Transfer Model Curriculum). The colleges are encouraged to apply courses successfully completed as part of a TMC-aligned degree at one college for requirements within their own degrees to the greatest extent deemed possible and

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Revised: May 18, 2018

reasonable, but substitutions should only be made in instances where the TMC allows flexibility, as the local AA-T or AS-T degree awarded must remain consistent with parameters of the TMC for the specific discipline. (ASCCC Resolution 15.01 Spring 2011 and ASCCC statements on Reciprocity, Course Substitution and Credit by Exam - in light of AA-T and AS-T degrees August 2012.)

Double Counting

While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes within sections A-D of the district general education pattern. A course may not satisfy more than one requirement within a major and/or area of emphasis, even if it is an option in more than one section of either a major and/or area of emphasis. However, a course may be used to satisfy both a general education requirement and a major or area of emphasis requirement. A course may also be used to satisfy requirements in two (2) or more different majors, whether for an Associate degree, Associate degree for Transfer, Certificate of Achievement, or Proficiency Award. The units, however, may never be counted more than once toward the units required for the specific degree, certificate or proficiency award.

Academic Year

The fall semester is the first term of an academic year. A summer term, whether one or more sessions, constitutes the last term of an academic year.

Transfer Limitations

Students should be aware that the conferring of additional degrees in the Mendocino-Lake Community College District does not always guarantee admission or the accomplishment of general education or major requirements at transfer institutions.

References: Title 5 Sections 55060 et seq.