

**CITRUS COMMUNITY COLLEGE DISTRICT  
ACADEMIC AFFAIRS**

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

**References:** Title 5 Sections 55060 et seq.

**I. Associate Degrees**

For the Associate in Arts (A.A.) or Associate in Science (A.S.) degree, a student must demonstrate competence in reading, written expression, and mathematics. The Associate in Arts (A.A.) Degree or Associate in 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.) Completion of high school intermediate algebra AND placement at the level of college algebra or higher on the Math Assessment Test; or
    - 2.) Completion of any mathematics class listed in the mathematics section of the General Education Requirements with a grade of "C" or better.
  - b. English Competence - (reading and written expression):
    - 1.) Completion of English 101 or higher with a grade of "C" or better, depending on the major requirement.
  - c. Reading Competence - Proficiency in reading may be satisfied by one of the following:
    - 1.) A satisfactory score on the reading component of the placement test at the level of ENGL 101; or
    - 2.) Completion of Reading 099 or ENGL 099 with a grade of "C" or better.
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. Basic skills and remedial courses numbered under 100 do not apply toward the 60 units required for graduation.
3. Major Requirement Completion of at least 18 units with a grade point average of 2.0 or better in each course attempted that is counted toward the major.
4. General Education Completion of one of the following options:
  - a. Option I: 25 units as stipulated by the Citrus College Catalog; or
  - b. Option II: 39 units as stipulated by the CSU general education certification requirements; or
  - c. Option III: 34 units as stipulated by the completion of the IGETC.

There is no limit on the number of units that may count towards both general education and major requirements.

Note: A multi-cultural (ethnic studies) course is offered in at least one of the general education areas listed above.

5. Residence Requirement
  - a. Successful completion of a minimum of 12 units in residence
6. Kinesiology Requirement
  - a. Three units of Kinesiology or dance activity as stipulated in the Citrus College Catalog; or
  - b. Successful completion of KIN 170, 171, or 173.
7. Scholarship Requirements
  - a. An overall grade point average of 2.0 or better in all courses taken at Citrus College and all other courses transferred from other colleges used toward a Degree or Certificate;
  - b. A 2.0 or better in credit courses in the curriculum upon which the degree is based; and
  - c. Good academic standing at the college.
8. Transfer Units
  - a. From U.S. accredited colleges: Only lower division units from regionally accredited colleges or universities may be transferred. Relevant upper division units may be used toward an A.A. or A.S. degree.
  - b. From foreign colleges: Transcripts from foreign colleges and universities will be accepted only when evaluated by an evaluating service recognized by Citrus College. Credit will be granted when the academic level of the coursework is deemed to be comparable to that of classes taught in fully accredited United States colleges and universities. No grade points will be given on the Citrus College transcript for courses taken at foreign institutions.
9. Graduation/Certificate Application

Completion of an Application for Graduation/Certificate together with submission of relevant petitions and official transcripts by stipulated deadlines. Citrus College may award a degree if a student has met the requirements for graduation and consents to the award without requiring the student to submit a graduation petition.

  - a. Graduation requirements must come from a single catalog.
10. Outstanding Debt

A diploma and/or certificate may not be released until the student has paid all outstanding debts to the college.

Note: 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.

11. Multiple Majors

Within the graduation requirements for the Associate Degree at Citrus College, it is possible for a student to complete the requirements for more than one major providing that minimum requirements are met for each major.

## II. Associate Degree for Transfer (ADT)

The Associate Degree for Transfer will be awarded to any student upon satisfactory completion of the following requirements.

1. Sixty (60) units of accredited lower division college credit in courses that have been properly approved pursuant to Title 5 Section 55002(a), provided they are accepted for transfer to a California State University.
2. General Education Completion of one of the following options:
  - a. Option II: 39 units as stipulated by the CSU general education certification requirements; or
  - b. Option III: 34 units as stipulated by the completion of the IGETC or 28 units as stipulated by the SCIGETC.

There is no limit on the number of units that may count towards both general education and major requirements.

### 3. Additional Graduation Requirements

Meets the requirements for graduation with an Associate of Arts or Associate of Science as defined in Sections 3, 5, 7, 8, 9, and 10 above.

## III. Certificates

Certificates 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. Some certificates approved by the Chancellors office may contain 12 -17.5 units. At least 50% of the course work must be completed at Citrus College. The 50% requirement may be waived by discipline faculty based on submission of proof of completion of industry certification of skills on a case by case basis.
2. Demonstration that the student has completed coursework and developed capabilities relating to career or general education.
3. A grade point average of 2.0 or better for each course taken at the college or elsewhere, which is to be applied toward the Certificate.
4. An Application for Graduation/Certificate together with relevant petitions and official transcripts by stipulated deadlines. Citrus College may award a certificate if a student has met the requirements for a certificate without requiring the student to submit an application.
5. A minimum of 6 units in residence must be completed for Transfer certificates.
6. For CTE certificates, coursework not completed at Citrus College must be articulated course-to-course by discipline faculty.

## IV. Skill Awards

Skill awards are shorter credit programs established by the District that:

1. Are consistent with the mission of the District;
2. Meet a demonstrated need;
3. Are feasible and adhere to guidelines on academic achievement;
4. Do not require California Community College Chancellor's Office approval;

5. May be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency; and
6. At least 50% of the course work must be completed at Citrus College.

#### V. Catalog Rights

Students who maintain continuous enrollment may elect to graduate under the requirements of the Citrus College catalog in effect at the time of enrollment to Citrus College or at the intended date of graduation from Citrus College. Students will be able to receive a degree in a discontinued program for up to 5 years from the time the program was discontinued.

##### Continuous Enrollment

A student is continuously enrolled if he/she receives a grade (A, B, C, D, F, FW, MW, P, NP, or I) in any semester, fall or spring, during each academic year. Continuous enrollment is maintained at Citrus College if a student transfers to another regionally accredited institution, as long as he/she receives a grade (A, B, C, D, F, FW, MW, P, NP, or I) in any semester, fall or spring, during each academic year at that institution.

Note: State of California and federal law, as well as Citrus College Board Policy, shall take precedence over catalog rights.

#### VI. Official Transcripts

In order to apply units completed at another institution toward a degree, official transcripts may be mailed, submitted electronically, or hand-delivered provided that if hand delivered they arrive in an officially stamped and sealed envelope by the issuing institution.

Transcripts from colleges accredited by one of the regional associations of the Accrediting Commission for Community and Junior Colleges will be evaluated during a student's first semester of attendance at Citrus College.

Transcripts from non-accredited colleges may be evaluated for prerequisite and course placement. Military service credits based on DD-214 are posted after a veteran's first semester of attendance.

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