7. GRADUATION REQUIREMENTS

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ASSOCIATE DEGREE

The Board of Governors of the California Community Colleges has authorized the Los Angeles Community College District Board of Trustees to confer the degrees of Associate in Arts and Associate in Science. The program of study leading to the Associate Degree requires sufficient depth in a field of knowledge (the major) to contribute to lifetime interest and broad exposure to other areas of learning (the general education requirements).

Philosophy of General Education

General Education symbolizes a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively, both orally and in writing, to use mathematics, to understand the modes of inquiry of the major disciplines, to be aware of other cultures and times, to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for, and sense of, self-understanding.

Associate Degree Requirements

The following Associate Degree requirements apply to students entering for the first time after July 1, 1983. Continuing students with uninterrupted attendance and demonstrating satisfactory graduation requirements listed in the catalog in effect at the time of their initial enrollment (Catalog Rights). A continuing student is one who has completed a minimum of one course calendar year, except that completion with a "W" will be accepted for one semester only. Students who interrupt their attendance become subject to any new requirements which are in effect at the time they re-enroll.

I.   **Unit Requirement**
      60 to 64 units of degree applicable course credit in a selected curriculum. One credit hour of community college work is approximately three hours of recitation, study, or laboratory work per week throughout a term of 16 weeks.

II.   **Scholarship Requirement**
      A "C" (2.0) grade average or better in all college work attempted in the curriculum upon which the degree is based.

III. **Competency Requirement.**
      Students must demonstrate competence in reading, in written expression, and in mathematics. The following courses and examinations are approved to meet the competency requirement for the associate degree as defined in Board Rule 6201.12:
      A. The competency requirement in reading and written expression may be met by:
         1. Completion of a course in College Reading and Composition with a grade of "C" or better. Or
         2. Completion of any one of the following courses (or its equivalent at another college) with a grade of "C" or better: English 101

      B. The competency requirement in Mathematics* may be met by:
         1. Completion of one of the following courses (or its equivalent at another college) with a grade of "C" or better: Math 123C, 125, 134B or any higher level mathematics with a prerequisite of Mathematics 125 or its equivalent.
         2. A passing score on the District (Intermediate Algebra) Mathematics Competency Examination.
         3. A score of 3 or higher on one of the following AP Exams: Calculus AB, Calculus BC, Statistics.
         4. Completion of the college assessment exam in Mathematics and achieve a score determined comparable to satisfactory completion of Intermediate Algebra (that is, placement in a Math course above Math 125 level)
            Board Rules 6201.14, 62201.12, & 6012.12

IV.   **Residence Requirement**
      Completion of at least 12 units of work in residence and attendance at the college during the semester in which the graduation requirements are completed. Exceptions may be made under special circumstances.

V.   **Course Requirements**
      Majors requiring 18-35 units complete Graduation Plan A. Majors requiring 36 or more units complete Graduation Plan B. Effective for all students admitted for the Fall 2009 term or any term thereafter, each course counted toward the major requirements must be completed with a grade of "C" or better or a "P" if the course is taken on a "Pass-No Pass" basis.

ASSOCIATE TRANSFER DEGREE (AA-T OR AS-T)

The Student Transfer Achievement Reform Act, Senate Bill 1440 codified in California Education Code sections 66746-66749, guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

At the time of catalogue publication, the following AA-T or AS-T have been approved. Please see a counselor for more information.
1. Administration of Justice
2. Early Childhood Education
3. English
4. Kinesiology
5. Mathematics

Associate Transfer Degree Requirements

The following is required for all AA-T or AS-T degrees:

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed in the section of the catalog. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis (title 5 § 55063).
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) ; or the Intersegmental General Education Transfer Curriculum (IGETC) pattern.

Graduation Application for Degree/Certificate

Applications are available in JH-Building lobby in Admissions and Records. Students must complete an application with a Counselor and submit the application in the Admissions & Records drop box located at the Lobby during the first 6 weeks of the Fall/Spring semester in which the student expects to complete the Degree/Certificate requirements. Students completing the course work during the Winter/Summer semester Session must submit an application during the first 6 weeks of the preceding Fall/Spring semester.

Transcripts from other institutions must be mailed directly to the Admissions & Records Office by the respective colleges for credit. Applications for Degree/Certificate, of a discontinued instructional program, will NOT be accepted beyond 3 years after the program is removed from the College Catalog. Students should see a counselor for evaluation of requirements for graduation.

Students will be informed by mail of the results of their Degree/Certificate evaluation before the end of the semester in which the application is submitted:
- Fall/Winter Candidate will be notified by December/January
- Spring/Summer Candidate will be notified by May/June

Students who do not meet the graduation requirements must submit a new application when they expect to complete all the requirements.

By submitting an application the student has the option to participate in the graduation ceremony whether they meet the requirements or not. Students will be notified by mail regarding the Graduation Ceremony held in June.

Students successfully completing all the requirements will be notified through the mail when the degrees/certificates are ready for pick up:
- Fall/Winter semester – will be ready for pick up after June
- Spring semester – will be ready for pick up after August
- Summer session – will be ready for pick up after September

STUDENTS MUST PRESENT THE NOTIFICATION CARD AND PICTURE IDENTIFICATION WHEN PICKING-UP DEGREE/ CERTIFICATE.

Diplomas and/or Certificates will only be held for three years after the Diploma/Certificate graduation date. Qualified graduates who do not pick-up their Diploma/Certificate within the above time frame must submit a request for a duplicate Diploma/Certificate and will be assessed a fee for duplicate preparation.

CERTIFICATE OF ACHIEVEMENT

A Certificate of Achievement is issued in State-approved programs designed for students who are looking for instruction with a high degree of specialization. Certificate programs vary in length, but most have 18 or more semester units, and may be pursued on a full-time or part-time basis. Certificate programs are usually one year educational programs that offer courses needed to prepare students for immediate employment. A Certificate program is specific, and no course substitution will be permitted unless approved by the department. A grade of "C" or better is required in each course required for the major.

The Certificate of Achievement shall be granted by Los Angeles Trade - Technical College to any student who successfully completes a sequence of courses established by the department and approved by the college in certain designated programs. That sequence of courses shall include but not be limited to the essential occupational courses required in the major. All courses applied to a certificate program must be completed with a grade of "C" or better.

Application for a Certificate of Achievement must be filed in the semester in which the certificate is granted.