

AP 4100 Graduation Requirements for Degrees and Certificates

Reference:

Title 5, Sections 55070, 55800 et seq.; Accreditation Standards II.A.3, II.A.4, II.A.5, II.B.2.

Graduation Requirements

A Petition for Graduation must be filed by each student who wishes an Associate in Arts or Associate in Science degree, a Certificate of Achievement, a Certificate of Completion or a Certificate of Competency from Gavilan College. The petition should be filed at the beginning of the semester in which the student plans to complete the requirements for graduation. Although diplomas are awarded at the end of each term, there is only one graduation ceremony, held at the close of the Spring Semester. Associate degree and certificate of achievement candidates are invited to participate in this celebration.

Students must do the following in order to be eligible for graduation:

1. File a Petition to graduate with the Admissions and Records Office at least 8 weeks prior to the expected graduation date. A Petition to graduate must be filed for each Associate in Arts degree, Associate in Science degree, Certificate of Completion, Certificate of Achievement or Award of Achievement for which the student is applying.
2. Maintain a cumulative grade point average of 2.0 ("C") or higher for all work attempted and a grade of "C" or higher in all major or certificate courses.
3. Complete a minimum of 18 units of coursework in a major or area of emphasis. Specific major or area of emphasis course requirements are listed in the college catalog.
4. Complete a minimum of 60 semester units overall.
5. Complete at least 12 units, or have completed 48 units at Gavilan College.
6. For the AA or AS degree, complete the Gavilan General Education Requirements.

ADDITIONAL ASSOCIATE DEGREES

An Associate in Arts or an Associate in Science degree will be awarded to those currently possessing an Associate degree provided:

1. The second degree major or area of emphasis includes a minimum of 18 new units.
2. Courses used to satisfy major or area of emphasis requirements for the previous degree(s) are not used to satisfy any of the new 18 major units, and
3. A student completes the last 12 units or has completed a total of 48 units at Gavilan College.

For continuing students, the general education and major requirements for the additional degree are those listed in the college catalog for the academic year in which the student first takes courses for the first degree or any subsequent catalog thereafter. Continuous attendance is defined as enrollment in at least one regularly transcribed course per year, including summer.

CERTIFICATES

Students may earn a Certificate of Achievement by completion of an approved program of 18 degree-applicable units of coursework oriented to career of general education. Certificates of Achievement requiring 12-18 units of coursework may also be granted when such program has been approved by the State Chancellor's Office.

Students may earn a Certificate of Completion or a Certificate of Competency by completing an approved program of non-credit coursework oriented toward career development or entry into credit programs.

For returning students, the requirements are those listed in the college catalog for the year in which the student returns or any subsequent catalog thereafter.

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002