

**CHAPTER 4: ACADEMIC AFFAIRS
ADMINISTRATIVE PROCEDURE NO. 4100**

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: **Graduation Requirements for Degrees and Certificates of Achievement**

Revision Date: **2/99, 9/12/00, 10/08, 11/09, 3/2/10; November 19, 2013**

Responsible Office: **Vice President, Student Learning Office**

Policy Reference: **Title 5 Sections 55060 et seq., BP 4100, AP 4237**

The following requirements must be met to receive an Associate Degree from College of the Siskiyou:

- Unit Requirement – Completion of 60 semester units of acceptable college credit. Units may be transferred to COS in accordance with AP 4237 - Transfer Credit. A maximum of 9 upper division units can be credited toward the Associate Degree.
- Grade Point Average – 2.0 (C) grade point average in the 60 units applicable to the degree.
- Residency – Complete at least 12 units of the degree requirements at College of the Siskiyou.
- General Education – Completion of a minimum of 23 units of general education as defined by the Office of Instruction, including attaining the required competencies in reading, written expression, and mathematics, and a minimum of work in the natural sciences, the social and behavioral sciences, humanities, language and rationality, wellness and diversity. Students will receive an AA or AS degree with a major or an area of emphasis with a minimum of 18 units in specific curriculum.
- District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the State Chancellor's Office.

A second Associate Degree may be awarded for students who meet the following requirements:

- Major or area of emphasis – Must complete all requirements for certificate or Associate Degree major or area of emphasis listed in the COS catalog. At least 12 units of the major or area of emphasis must be completed at COS.
- Residency – Complete the last 12 Associate Degree applicable units or a total of 24 Associate Degree applicable units at COS.
- Unit Requirement – 60 semester units of acceptable college credit.
- Grade point average – 2.0 (C) grade point average (on a 4.0 scale) in the 60 units applicable to the degree.
- General Education – Completion of 23 units of general education specified in COS general education requirements.

Students wishing to receive an Associate Degree from College of the Siskiyous must obtain a "Petition to Graduate" form, complete the forms and return it to the Counseling/Student Success Office.

Using the forms submitted by the student and the student's official records in the Enrollment Services Office, a determination will be made as to the student's completion of the requirements for an Associate Degree.

Students may choose to use the requirements in any catalog in effect during their continuous attendance. Continuous attendance is defined as earning credit during consecutive academic years. An academic year starts in the fall semester and concludes at the end of the ~~last~~ summer session.

For a certificate of achievement, a student must successfully complete a course of study or curriculum 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. Shorter credit programs that lead to a certificate may be established by the District.

Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of the Siskiyou Joint Community College District, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.

Certificates for which CCC Chancellor's approval is not sought may be given any name or designation deemed appropriate with the exception of certificate of achievement, certificate of completion, or certificate of competency.