



AP 4100 Graduation Requirements for Degrees and Certificates

References: Education Code Sections 66055.8, 66272.41, 66746-66749, 70901, 78040-78043;
Title 5 Sections 40402-40403, 55002, 55009, 55022, 55052, 55061-62, 55070-72,
55250, 55270, 56032- 56044.

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The Butte-Glenn Community College District will confer the associate degree upon a student who has satisfactorily completed the following requirements. District policies regarding the most recent general education, degree, and certificate requirements will be published in the Butte College Catalog and on the Butte College website.

I. Standards for Awarding the Associate Degree

The Associate in Arts (AA) and Associate in Science (AS) degrees will be conferred upon a student who satisfies all requirements in this section:

- A. Unit Requirement: A minimum of 60 semester units of degree-applicable lower division credit courses, including courses that apply to the major or area of emphasis in career technical fields and courses in composition, reading, and mathematics or quantitative reasoning not more than one level below transfer. Required courses below transfer-level must align with California Education Code section 78213.
- B. Major Requirement: A minimum of 18 semester units of focused study in a major or interdisciplinary area of emphasis in an approved program published in the Butte College Catalog.
- C. General Education Requirement: A minimum of 21 semester units of general education, following either the Butte College General Education pattern described in AP 4025, Philosophy and Criteria for Associate Degree and General Education, or the California General Education Transfer Curriculum ("Cal-GETC") pattern described in the Butte College Catalog. Students who have previously completed and were awarded an associate or bachelor's degree from a regionally accredited institution will be deemed to have met this requirement and will not be required to take additional general education courses.
- D. Local Graduation Requirement: Students must successfully complete at least two semester units of Kinesiology Activity, Self-Integration, and/or Career Technical Education (CTE) Exploration course(s). Courses meeting this requirement are listed in the Butte College Catalog and on the Butte College website.
- E. Double-Counting Courses: A course may meet more than one type of requirement, including general education, major or area of emphasis, and the local graduation requirement when the Butte College Curriculum Committee has approved the course to meet each area. Courses may not be used to meet more than one general education category.

- F. Residency Requirement: Satisfactory completion of at least 12 semester units through Butte College. This requirement may be waived to alleviate injustice or undue hardship. Refer to AP 5033, Academic Council, for the waiver petition process through the Academic Council. Units earned through Credit for Prior Learning do not count toward the residency requirement.
- G. GPA Requirement: Students must complete each course counted toward the major or area of emphasis requirement with a grade of "C" or better or a "P" if the course is taken on a pass/no pass basis, and the "P" is equal to a "C" or better. Students must complete the requirements for an associate degree with a minimum cumulative grade point average of 2.0 in the degree-applicable courses. Degree-applicable courses are defined as those applied to general education, graduation, major, and elective requirements (if needed) to reach the 60 required units.
- H. Exemptions from Local Graduation Requirements: Butte College recognizes exemptions to the local two-unit graduation requirement in limited circumstances, including:
 - 1. Veteran students who have completed at least six units on the DD-214 form;
 - 2. Students who have previously completed an associate or bachelor's degree from a regionally accredited institution;
 - 3. Students who have completed programs with integrated graduation requirements, or programs designed for transfer that require completion of Cal-GETC general education, are exempt from the local graduation requirement. A list of these programs is included in the Butte College Catalog.

II. Standards for Awarding the Associate Degree for Transfer (ADT)

The Associate in Arts for Transfer (AA-T) and Associate in Science for Transfer (AS-T) degrees are designed to provide a clear pathway to a California State University major and baccalaureate degree. An AA-T or AS-T degree will be conferred upon a student who satisfies the following requirements:

- A. Unit Requirement: completion of at least 60 CSU-transferable courses.
- B. GPA Requirement: a minimum cumulative GPA of 2.0 in CSU-transferable courses.
- C. Residency Requirement: completion of at least 12 units in residency through Butte College.
- D. Major Requirement: completion of at least 18 semester units required for the major/area of emphasis at a U.S. regionally accredited college or university with a grade of "C" or better, or with a "P" if the course was taken on a pass/no pass basis, and the "P" is equal to a "C" or better.
- E. General Education Requirements: completion of the requirements for an approved intersegmental lower-division general education pattern for transfer to the California State University or University of California.

III. Standards for Awarding Certificates

The Butte-Glenn Community College District will award the appropriate certificate to any student who has completed the prescribed curriculum for a certificate published in the Butte College Catalog.

IV. Noncredit Courses Applied Toward an Associate Degree

Students may submit a course substitution petition to request that completed noncredit courses be counted as satisfying associate degree or certificate requirements. Noncredit courses may also be awarded units of credit if evaluated and approved through an application for Credit for Prior Learning. At most, 12 units of noncredit coursework may be substituted for credit coursework.

V. Acceptance of Transfer Credit and/or Coursework

Students who have attended other colleges or universities may transfer credit to Butte College. Transfer credit may be counted toward an associate degree, certificate, or general education requirement if completed at a regionally accredited institution. In addition, students may have life or work experience that makes them eligible to receive credit for a specific requirement or to have a specific requirement waived.

- A. **Coursework from Other California Community Colleges:** It is reasonably expected that courses completed at another California community college are acceptable toward a degree or certificate since these courses have been approved under the standards of title 5 section 55002(a).
- B. **International Coursework:** An evaluation agency must evaluate coursework completed outside the United States. A list of approved agencies is available online at www.naces.org.
- C. **Credit for Prior Learning:** Students may earn credit for knowledge or skills acquired from previous training or experience through credit by examination. A notation of credit by examination appears on the student's transcript.
 1. **Military Service Credit:** Military service credit may be used to fulfill graduation, degree, and certificate requirements. Separation papers (DD-214) indicating dates of entrance and separation must be provided to the Office of Admissions and Records to determine the number of units Butte College will award. The local Kinesiology, Self-integration, or CTE Exploratory graduation requirement may be waived as specified in section I.H of this policy.
 2. **Educational Experiences in the Armed Forces:** Credit may be awarded in fulfillment of graduation requirements for military courses and training received while in the Armed Services, provided a recommendation for college credit has been made and recorded in the American Council on Education's (ACE) Military Guide and on a Joint Services Transcript or Air Force and Air National Guard (CCAF) transcript. Butte College may only accept ACE-approved military coursework that BC faculty have deemed equivalent to coursework taught at Butte College. The appropriate Admissions and Records evaluator or the Veteran's counselor will determine the applicability of courses to general education and/or major/area of emphasis requirements in consultation with the appropriate department chair who will consult with the appropriate faculty. Courses deemed not applicable toward general education and/or the major/area of emphasis may be approved as elective units.
 3. **Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB) Exams:** Butte College awards credit for successfully completing AP, CLEP, and IB exams. Students must submit official score reports for specified tests to the Office of Admissions and Records. Credit awarded may be substituted for coursework applicable to degree and certificate requirements and may be used for transfer to four-year colleges and universities subject to limitations imposed by those institutions.

VI. Transcripts and Test Scores

Students are encouraged to meet with a counselor to discuss the applicability of external credit (courses and test scores) toward a degree or certificate, as some coursework may not be accepted.

- A. **Submission of External Official Transcripts and Test Scores:** Official transcripts and test score reports must be sent directly by the institution/agency to the Office of Admissions and Records before the graduation deadline to receive the degree and/or certificate.
- B. **Supporting Documents:** Official documentation must be maintained in the student's permanent record in the Office of Admissions and Records. Such documentation includes but is not limited to official

transcripts, test scores from the College Board or International Baccalaureate Organization, military service separation papers, foreign transcript credit evaluations, etc.

VII. Limitations on the Number of Degrees and/or Certificates

There is no limit on the number of degrees and/or certificates that may be awarded to a student. The college is authorized under title 5 section 55072 to confer upon a student a degree or certificate without requiring the student to first petition for conferral. The Office of Admissions and Records will establish a procedure by which it notifies potential awardees of its intent to confer the degree/certificate and give them the opportunity to request postponement.