

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

COLLEGE OF THE SISKIYOU

Procedure Manual

Title:	Graduation Requirements for Degrees and Certificates of Achievement
Adoption Date:	
Revision Date:	2/99, 9/12/00, 10/08, 11/09, 3/2/10; November 19, 2013; April 25, 2018
Responsible Area:	Vice President, Instruction
Responsible Office:	Office of Instruction
Policy Reference:	Board Policy 4100; Administrative Procedure 4237; Title 5 Sections 55060 et seq.

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

- 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 Siskiyous.
- General Education – Completion of a minimum of 18 units of general education as defined by the Academic Senate, including attaining the required competencies in language and rationality and a minimum of work in the natural sciences, social and behavioral sciences, humanities, communication and multicultural living skills.
- Major Requirements – 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 in addition to those above:

- 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.

Students wishing to receive an Associate Degree from College of the Siskiyous must submit a completed "Petition to Graduate" form to Admissions and Records Office.

Using the form submitted by the student and the student's official records in the Admissions and Records 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.

Automatic Award of Degrees and Certificates

College of the Siskiyous encourages students to complete a degree audit and apply for graduation prior to the term in which they intend to graduate. However, College of the Siskiyous may award a degree or certificate to current and former students who have met graduation requirements. College of the Siskiyous shall notify the student prior to awarding allowing students the option to "opt-out" upon notification by the student that they do not accept the awarded degree.

This provision applies to certificates, reverse transfers, associate degrees and associates of applied sciences degree, advanced technical certificates and enhanced skills certificates.

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 transfer. 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.