



Reference: *Title 5 Sections 55002 and 55060 et seq.*

The Governing Board of the West Hills Community College District shall confer the degree of Associate in Arts or Associate in Science degree upon a student who has demonstrated competence in reading, in written expression, and in mathematics, and who has satisfactorily completed at least 60 semester units of degree applicable units, of which 12 units are completed in residence. Exceptions to the residence requirement can be made by the Board when an injustice or undue hardship would result.

Degree applicable coursework is defined at the course level in the West Hills College Coalinga and West Hills College Lemoore catalogs or on the District's website as defined by Title 5, Section 55002(a). Transfer coursework from another regionally accredited institution that meets requirements as defined by Title 5, Section 55002(a) is accepted as degree applicable coursework.

### Associate Degrees for Transfer (ADTs)

The ADT is awarded when the student meets all of the following requirements:

1. 60 (sixty) semester units transferrable to California State University including both of the following:
  - a. Minimum of 18 semester units in a major or area of emphasis as defined in the college catalog with each course completed with a 2.0 GPA or higher;
  - b. The California State University General Education (CSU-GE) – Breadth Requirements or CSU Intersegmental General Education Transfer Curriculum (IGETC).
2. Minimum overall transferable grade point average of 2.0

No other local district requirements are imposed on ADT programs.

### Associate Degrees

Associate Degrees, excepting ADTs, require at least 18 semester units in general education courses, a major area of study of at least 18 semester units with all course grades of C or above, and electives to complete 60 semester units resulting in an overall grade point average of at least 2.0.

Students receiving an associate degree shall complete a minimum of three semester units in each of the following areas: natural sciences, social and behavioral sciences, humanities, and language and rationality (English composition, communication and analytical thinking). To meet the 18 semester unit general education minimum, an additional 3 semester units of coursework in lifelong learning and self-development is required. Ethnic studies, as described in Administrative Procedure 4025, must be offered in at least one of the areas.

Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.

Local District requirements are 3 units from Area E general education courses, which will include any currently certified CSU General Education Breadth Area E course(s).

Associate degree requirements, which include general education requirements, are listed in the West Hills College Coalinga and West Hills College Lemoore catalogs and on the District's website and must be filed with the California Community Colleges Chancellor's Office.

### Certificates of Achievement

Certificates of achievement may be awarded for state Chancellor's Office approved programs of study of 16 or more semester units or 24 or more quarter units. Lower unit certificates of achievement may also be awarded when the program consists of 12-18 units and is approved by the state Chancellor's Office. All certificate courses require grades of C or above, a minimum of 12 semester units completed from West Hills College Coalinga and/or West Hills College Lemoore, and all coursework as defined in the college catalogs. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

### Noncredit Certificates of Completion or Competency

West Hills College may offer noncredit programs of two or more courses to prepare students for employment or to be successful in college-level credit coursework. Noncredit courses offered in the four distinct categories (instructional domains) of English as a Second Language (ESL), elementary and secondary basic skills, short-term vocational, and workforce preparation are eligible when sequenced to lead to a Chancellor's Office approved certificate of completion or certificate of competency in accordance with the provisions of the California Education Code governing Career Development and College Preparation (CDCP) programs.

### Local Certificates

Shorter credit programs that lead to a local 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 District, meet a demonstrated need, are feasible and adhere to guidelines on academic achievement. At least one course used for completion of a local certificate must be in residence. A minimum cumulative 2.0 GPA or the equivalent and a grade of C or better in certificate coursework is required.

Certificates for which California Community Colleges Chancellor's Office approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

Date: 5/26/09

Revised: 9/27/11; 11/13/18