

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURE MANUAL**

<b>Title:</b> <b>DEGREES AND CERTIFICATES</b>	<b>Number:</b> <b>AP 6.32</b>
<b>Legal Authority:</b> <b>California Education Code Sections 66010.4 and 78401. Title 5, CCR, Sections 55800 et seq.</b>	<b>CCLC Number:</b> <b>AP 4100</b>

**DEGREE PROGRAMS**

For the Associate in Arts or Associate in Science or Bachelor of Science degree, a student must demonstrate competence in reading, in written expression, and in mathematics.

The student must satisfactorily complete at least 60 semester units of college work for an Associate Degree and at least 120 semester units of college work for a Bachelor’s Degree.

A definition of “college work” that provides that courses acceptable toward the associate degree include those that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.

The work must include at least 18 semester units in a major listed in the Community Colleges’ “Taxonomy of Programs” and at least 21 semester units in general education or completion of the requirements for an approved intersegmental lower-division general education pattern used for transfer to the University of California or the California State University in accord with Title 5, Section 55062 (a)(3).

The work must include at least 12 semester units of study in residence; exceptions to the residence requirement can be made by the Board when an injustice or undue hardship would result.

The general education requirements must include a minimum of work in the English composition; oral communication and critical thinking; mathematical concepts and quantitative reasoning; arts and humanities; social sciences; natural sciences; and ethnic studies.

Students who have been awarded a bachelor’s degree from an institutionally accredited institution shall be deemed to have fulfilled the general education course requirements for the Associate Degree in accord with Title 5, Section 55062 (e). Students may seek to have noncredit courses and prior learning experiences counted toward the satisfaction of requirements for an associate degree in accord with Title 5, Section 55062 (d) and (f).

College policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the California Community Colleges Chancellor’s Office.

## CERTIFICATE PROGRAMS

For a Certificate of Achievement, a student must successfully complete a course of study or curriculum that consists of 16 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.

The College may grant other awards and certificates in accordance with provisions as set forth in the City College of San Francisco Catalog. The College is authorized to issue high school diplomas of graduation to adults 18 years of age or older who have fulfilled the applicable requirements. The College cooperates with the designated state agencies in the issuance of high school equivalency certificates and otherwise issues certificates of attendance in accordance with College rules and regulations.

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

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.