



## **AP 4100**

## **GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES**

### **References:**

Education Code Sections 66745–66749; Education Code Section 66055.8;  
Title 5 Sections 55000.5, 55002, 55021, 55022, 55023, 55024, 55060, 55061, 55062, 55070,  
55072, 55130, 55150, 55151, and 55155

In accordance with Title 5 of the California Code of Regulations — specifically §55130 (credit coursework) and §55150 (noncredit coursework) — the SBCCD Governing Board confers the following awards to eligible students:

- Associate of Arts (AA) degrees
- Associate of Science (AS) degrees
- Associate in Arts for Transfer (AA-T) degrees
- Associate in Science for Transfer (AS-T) degrees
- Certificates of Achievement
- Skills Competency Awards
- Department Awards (Title 5, §55070)
- Certificates of Completion and Certificates of Competency (Title 5, §55072)

To qualify, students must:

1. Provide official transcripts from all institutions attended and external examination scores, if applicable;
2. Complete the major and/or area of emphasis requirements outlined in this administrative procedure and the college catalog;
3. For associate degrees, fulfill General Education (GE) requirements in accordance with Title 5, including completion of a GE pattern that aligns with their educational goals;
4. Submit an application for the intended degree(s) and/or certificate(s) and/or award(s) OR qualify for SBCC's automatic awarding process identified in this AP.

Only those courses designated as appropriate for an associate degree (Title 5, §55062) and meeting the standards outlined in Title 5, §55002, §55002.5 — and properly approved pursuant to these sections — may be applied toward degrees or credit certificates. Degree-applicable courses completed at accredited institutions outside the California Community College system must meet or exceed the standards of Title 5, §55002(a).



District policies and procedures related to general education and program requirements are published in the college catalog (Title 5, §55060). Additionally, all courses and programs — except for Skills Competency Awards and Department Awards — must be chaptered or approved by the California Community College Chancellor's Office (CCCCO).

**GRADUATION REQUIREMENTS FOR ASSOCIATE DEGREES, CERTIFICATES, SKILLS COMPETENCY AWARDS AND DEPARTMENT AWARDS MUST INCLUDE THE FOLLOWING:**

**Associate Degrees for Transfer (AA-T and AS-T)**

Pursuant to the Student Transfer Achievement Reform Act (Education Code Sections 66745–66749), students who complete an Associate Degree for Transfer (AA-T or AS-T) are guaranteed admission to the California State University (CSU) system. These degrees are specifically designed for students who intend to pursue a bachelor's degree in a similar major at a CSU campus. While admission to the CSU system is guaranteed, admission at a particular campus or in a specific major is not assured.

To be awarded an Associate Degree for Transfer, students must satisfy the following requirements:

1. Completion of at least 60 semester units (or 90 quarter units) eligible for transfer to the CSU.
2. Certified completion of the California General Education Transfer Curriculum (Cal-GETC) requirements, effective Fall 2025 and thereafter.\*

*\*Students who enrolled in Summer 2025 or earlier and who maintain continuous enrollment, as defined in the Catalog Rights section of AP 4100, may complete either the Intersegmental General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth (CSU GE-Breadth) requirements. Students must complete one of the approved General Education pathways depending on the major as specified in the appropriate departmental section of the catalog: CSU GE-Breadth, IGETC, CSU GE-Breadth for STEM, or IGETC for STEM.*

3. Completion of a minimum of 18 semester units (or 27 quarter units) in a major or area of emphasis, as determined by the community college district.
  - All coursework in the major or area of emphasis must be completed with a grade of "C" or better, or "P" (Pass) if the course is taken on a pass/no-pass basis, in accordance with Title 5, §55062.



- Although courses may be taken on a pass/no-pass basis, students are strongly encouraged to earn letter grades (A, B, or C) in major preparation courses, particularly if the receiving institution requires letter grading for their major.
4. Achievement of a minimum grade point average (GPA) of 2.0 in all CSU-transferable coursework.
  5. Completion of a minimum of 12 semester units through Santa Barbara City College.

Students are advised to consult with an academic counselor to ensure proper completion of degree and transfer requirements.

### **Associate Degrees (AA and AS)**

To earn an AA or AS degree, students must fulfill the following requirements:

1. Completion of a minimum of 60 semester units of degree-applicable college credit (as defined in Title 5, §55002(a)).
2. Completion of at least 18 semester units (or 27 quarter units) in a major listed in the college's Taxonomy of Programs.

*Each course applied to the major or area of emphasis must be completed with a grade of "C" or better, or "P" if taken on a pass/no-pass basis (Title 5, §55062).*

3. Completion of at least 20% of the required major coursework through Santa Barbara City College. Some associate degree programs may require a higher percentage of in-residence coursework, as determined by the appropriate department and approved through the Curriculum Advisory Committee (CAC) and the college Board. Major residency requirements for each associate degree are published in the college catalog.

Authority is delegated by the Superintendent/President to the Scholastic Standards Committee to make exceptions to the residency requirement in any instance in which the committee determines that an injustice or hardship would be placed upon an individual student.

4. Completion of general education requirements by either:
  - Completing 24–25 semester units of GE coursework (SBCC GE) as defined in AP 4025. Each course counted toward the SBCC GE Plan must be completed



with a grade of C- or higher or a "P" if the course is taken on a "pass-no pass" basis in Areas 1A, 1B and 2; and a D- or higher or a "P" if the course is taken on a "pass-no pass" basis in Areas 3, 4, 5, 6 and 7.

OR,

- Completing one of the following approved intersegmental lower-division GE transfer patterns:
  - i. CSU GE Breadth\*
  - ii. CSU GE Breadth for STEM\* (available only for certain STEM Associate Degrees for Transfer as indicated in the college catalog)
  - iii. IGETC\*
  - iv. IGETC for STEM\* (available only for certain STEM Associate Degrees for Transfer as indicated in the college catalog)
  - v. Cal-GETC (for students entering in or after Fall 2025 or those who have lost catalog rights)
  - vi. GE pattern for the intended transfer institution

*\*Applies only to continuing students with catalog rights prior to Fall 2025.*

Note:

Students who have already earned a bachelor's degree from a U.S. regionally accredited institution are considered to have met the general education requirements for the associate degree (Title 5, §55062(e)).

Students with an associate degree from a California Community College who are pursuing an additional degree at Santa Barbara City College are also deemed to have satisfied the general education requirement (local policy).

5. Achievement of a cumulative GPA of 2.0 or higher in degree-applicable coursework.

If units accumulated beyond those required for the degree lower a student's cumulative grade point average below 2.0, SBCC may compute the grade point average based solely on those courses used to satisfy the degree requirements, provided that the coursework used to compute the grade point average fulfill all major/area of emphasis and general education requirements. (Title 5 § 55062 (a) (4))

6. Completion of a minimum of 12 semester units through Santa Barbara City College.

### **Certificates of Achievement (COA)**



In accordance with Title 5, §55070, a student may earn a Certificate of Achievement (COA) by successfully completing a course of study or curriculum approved by the California Community Colleges Chancellor's Office (CCCCO). This curriculum must consist of 16 or more semester units of degree-applicable credit coursework. The COA shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career, transfer, or general education.

Low-unit Certificate of Achievement programs, consisting of a minimum of 8 and a maximum of 15.99 semester units of degree-applicable credit coursework, may also be approved.

To be awarded a Certificate of Achievement, a student must:

1. Complete all required major coursework in the approved COA program with a cumulative GPA of 2.0 or higher in all applicable major coursework. Certain COA programs may require a grade of "C" or better, or "Pass," in each course. Specific grading and GPA requirements are detailed in the college catalog.
2. Complete at least 20% of the required major coursework through Santa Barbara City College. Some certificate programs may require a higher percentage of in-residence coursework, as determined by the appropriate department and approved through the Curriculum Advisory Committee (CAC) and the college Board. Major residency requirements for each COA are also published in the college catalog.

Authority is delegated by the Superintendent/President to the Scholastic Standards Committee to make exceptions to the residency requirement in any instance in which the committee determines that an injustice or hardship would be placed upon an individual student.

#### Automatic Awarding

- SBCC shall automatically confer certificates of achievement to students who have successfully completed all program requirements as verified through the College's degree audit system.
- Students shall not be required to submit a graduation application to be considered for automatic conferral.
- Students will receive advance notice and have the opportunity to opt out of automatic conferral if they so choose.

#### **Skills Competency Awards (SCA) and Department Awards (DA)**



Skills Competency Awards (SCAs) and Department Awards (DAs) are generally short programs, consisting of fewer than 16 semester units, and are approved by the Santa Barbara City College Board. Content and assessment standards for SCAs and DAs shall ensure that these programs:

- Align with the mission of Santa Barbara City College,
- Meet a demonstrated need that supports employability,
- Are academically rigorous and feasible within institutional resources.

SCAs are designed to provide students with targeted, job-specific skills that prepare them for entry-level employment or allow them to upgrade skills within a current field of study.

DAs recognize student achievement in specialized fields of study. The curriculum is developed with the student's career goals, interests, and talents in mind. Department Awards are granted by the SBCC academic department offering the award.

SCAs and DAs will not appear on official student transcripts, as they are not approved by the California Community Colleges Chancellor's Office (CCCCO).

To earn an SCA or DA, a student must:

- Complete all required coursework in a Board-approved SCA or DA program with a grade of "C" or better or "P" (Pass) in each course.
- There is no residency requirement for SCAs or DAs.

## **NONCREDIT CERTIFICATES OF COMPLETION**

A noncredit Certificate of Completion is awarded to students who have completed a prescribed sequence of noncredit courses that prepares students to progress in a career path or to take degree-applicable credit courses (Title 5, §55151(h)).

## **NONCREDIT CERTIFICATES OF COMPETENCY**

A noncredit Certificate of Competency is awarded to students who complete a prescribed series of noncredit courses that lead to the development of skills in a specific area and who demonstrate proficiency in specific skills or competencies. To earn a noncredit Certificate of Competency, students must demonstrate achievement in a set of competencies that prepares the student to progress in a career path or to undertake degree-applicable or non-degree-applicable credit courses (Title 5, §55151(i)).



Students may petition to have completion of noncredit courses counted toward the satisfaction of the requirements for a local (AA/AS) associate degree or certificate of achievement. (Title 5, § 55062 (f))

Students who intend to transfer shall be advised of limitations transfer institutions may place on the transferability of credits, based on institutional accreditation, course modality, noncredit courses, and any other relevant factors. (Title 5, § 55062 (g))

## **MULTIPLE MAJORS**

Students may pursue multiple majors concurrently. A multiple major occurs when a student simultaneously works toward the completion of more than one major field of study.

The completion requirements for each major remain the same, regardless of whether a student is pursuing a single or multiple majors.

A student may earn an Associate in Arts (AA), Associate in Science (AS), Associate in Arts for Transfer (AA-T), or Associate in Science for Transfer (AS-T) degree with multiple majors by fulfilling:

- All applicable associate degree requirements outlined in this Administrative Procedure, and
- The specific major coursework requirements for each declared major, as outlined in the *College Catalog* under Programs of Study.

Similarly, students may earn multiple Certificates of Achievement (COAs) by completing the required coursework for each certificate, as specified in the *College Catalog*.

A diploma will be awarded for each major and for each Certificate of Achievement successfully completed.

## **CREDIT FOR PRIOR LEARNING (CPL) AND RECIPROCITY FOR CPL**

Students may receive credit for knowledge and skills acquired outside the traditional classroom through the district's procedures for awarding Credit for Prior Learning (CPL), in accordance with California Code of Regulations, Title 5, § 55062(d). Refer to BP/AP 4235 Credit for Prior Learning for District's CPL procedures.

Santa Barbara City College (SBCC) shall accept CPL credit earned at other institutionally accredited colleges or universities and apply it toward local Associate in Arts (AA) or Associate in Science (AS) degrees, Certificate of Achievement, Skills Competency Awards, and



Department Awards requirements—including general education, major coursework, or elective units—based on the following criteria assuming no conflict with an existing District policy:

- The credit shall be applied in the area where the student would have received credit at the originating institution,
- Or in the area where SBCC places a comparable course,
- Or where the course aligns with SBCC's general education criteria and objectives,
- Whichever application best facilitates the student's progress toward degree completion.

To be eligible for application toward SBCC's local AA/AS degree requirements, CPL credit from other institutions must be officially recorded on the originating institution's transcript.

#### **RECIPROCITY FOR LOCAL GENERAL EDUCATION REQUIREMENTS**

In alignment with ASCCC Resolution 09.02 (Spring 2010), SBCC shall apply general education courses completed at other accredited colleges or universities toward its local general education requirements under the following guidelines:

- The course shall be applied in the area where the student would have received GE credit at the originating institution,
- Or in the area where SBCC places a similar course,
- Or in the area where the course meets SBCC's general education criteria and objectives,
- Whichever approach most effectively facilitates the student's progress toward degree completion.

#### **RECIPROCITY FOR CSU GE-BREADTH OR INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) OR CALIFORNIA GENERAL EDUCATION TRANSFER CURRICULUM (Cal-GETC) REQUIREMENTS**

Students who are required to complete CSU GE-Breadth or IGETC or Cal-GETC for their particular local AA/AS degrees or for Associate Degrees for Transfer, shall have their courses evaluated for reciprocity according to the rules set forth by either CSU Executive Order (EO) 1065, CSU EO 1100 Revised, or in the most recent version of the IGETC or Cal-GETC Standards.

#### **COURSE SUBSTITUTION WITHIN APPROVED ASSOCIATE DEGREE FOR TRANSFER (AA-T/AS-T)**





While the C-ID system establishes course-to-course reciprocity, in cases where C-ID descriptors are not available—or where a substitution does not involve determining course equivalency—decisions must be guided by the professional judgment of the Articulation Officer, in consultation with appropriate discipline faculty.

When an Associate Degree for Transfer (AA-T or AS-T) is being awarded, any course substitutions must ensure that the resulting degree remains fully aligned with the requirements set forth in the Transfer Model Curriculum (TMC) for the specific discipline.

### **DOUBLE COUNTING FOR CREDIT COURSE**

While a single course may fulfill more than one general education requirement, it may only be applied once within GE Areas 1–7 of the SBCC General Education pattern. Similarly, a course may not be used to satisfy more than one requirement within a major and/or area of emphasis, even if it appears as an option in multiple sections of the major or emphasis.

However, a course may be applied to both a general education requirement and a requirement within a major or area of emphasis. In addition, a credit course may be used to fulfill requirements in two or more different majors—whether for an Associate Degree, Associate Degree for Transfer, Certificate of Achievement, Skills Competency Award, or Department Award.

In all cases, the units for a course may only be counted once toward the total number of units required for a specific degree, certificate, skills competency award, or department award.

### **CATALOG RIGHTS/CONTINUOUS ENROLLMENT**

The college catalog defines an academic year as beginning with the fall term and including the subsequent winter, spring, and summer terms. The fall term is considered the first term of the academic year, and the summer term—regardless of the number of sessions—constitutes the final term of that academic year.

“Catalog rights” refer to a student’s ability to meet the graduation requirements in effect at the time of their initial enrollment at Santa Barbara City College (SBCC) or any other accredited college or university, provided they maintain continuous enrollment. Students may also choose to meet graduation requirements from any subsequent catalog published during their period of continuous enrollment. Catalog rights apply solely to graduation requirements and do not extend to college policies, procedures, or other regulations.

#### **Definition of Continuous Enrollment**

Continuous enrollment is defined as attendance in at least one term—fall, winter, spring, or summer—during each calendar year. Any academic record symbol posted to a transcript under



the provisions of BPAP 4230 (Grading and Academic Record Symbols), including A–F, P, NP, SP, I, IP, RD, W, MW, EW, FW, and prior to Fall 2009: CR and NC, constitutes enrollment. Both credit and noncredit coursework qualify for meeting this requirement.

Students who do not maintain continuous enrollment are subject to the graduation requirements in effect at the time of their re-enrollment or any time thereafter provided they maintain continuous enrollment.

### **Exceptions**

Exceptions to the catalog rights policy may be considered on a case-by-case basis for students with documented extenuating circumstances. Students must submit a Petition for Waiver of College Regulations. Decisions are made at the discretion of the Scholastic Standards Committee, in consultation with the college Articulation Officer, Counseling faculty, and/or discipline faculty, as appropriate.

#### **Catalog Rights - Dual Enrollment Students**

Students enrolled in Santa Barbara City College (SBCC) courses while still attending high school—referred to as dual enrollment or special admit students—will establish catalog rights during their first term of transcriptable attendance, provided continuous enrollment is maintained thereafter (per ASCCC Resolution approved at the Spring 2025 Plenary Session, April 26, 2025).

Students who initially participated in dual enrollment and later matriculate as regularly admitted SBCC students must meet all degree and certificate requirements as outlined in the SBCC catalog:

In effect at the time of their initial enrollment, or

In effect at any subsequent time, provided continuous enrollment has been maintained.

### **Important Considerations**

Students should be aware that other colleges, universities, and governing agencies may define continuous enrollment differently or enforce more restrictive policies. For instance, some institutions may require continuous enrollment in both fall and spring terms, may not accept certain academic symbols (e.g., Ws), or may not recognize SBCC's definition of catalog rights upon transfer. These restrictions may impact students receiving financial aid, athletes, veterans' benefits, or those with international or transfer admission.

### **BACCALAUREATE DEGREES EARNED FROM OTHER UNITED STATES INSTITUTIONALLY ACCREDITED INSTITUTIONS OF HIGHER EDUCATION**



SBCC AA/AS local associate degree general education requirements are fully satisfied by students who have earned a Baccalaureate degree (Title 5, § 55062 (e)) from an institution accredited by one of the following United States institutional accrediting agencies.

1. Middle States Commission on Higher Education (MSCHE)
2. New England Commission of Higher Education (NECHE)
3. The Higher Learning Commission (HLC), formerly North Central Association of Colleges and Schools
4. Northwest Commission on Colleges and Universities (NWCCU)
5. Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC)
6. Western Association of Schools and Colleges (WASC)
7. Accrediting Commission for Community and Junior Colleges (ACCJC)
8. WASC Senior College and University Commission (WSCUC)

Note: The accrediting agencies above were formerly known as U.S. regional accrediting agencies.

#### **OTHER INSTITUTIONALLY ACCREDITED INSTITUTIONS (WITHOUT FORMERLY KNOWN AS REGIONAL ACCREDITATION)**

Students who have earned a Baccalaureate degree from an institution accredited by one of the following United States institutional accrediting agencies may petition on a case-by-case basis to determine if their SBCC AA/AS local associate degree general education requirements are satisfied. Courses that meet or exceed the standards of the California Community Colleges completed at other institutionally accredited institutions shall be counted toward associate degree unit requirements. (Title 5, § 55062 (b))

Accrediting Commission of Career Schools and Colleges (ACCSC)  
Accrediting Council for Continuing Education and Training (ACCET)  
Association of Advanced Rabbinical and Talmudic Schools (AARTS)  
Association for Biblical Higher Education Commission on Accreditation (ABHE)  
Association of Institutions of Jewish Studies (AIJS)  
Council on Occupational Education (COE)  
Distance Education Accrediting Commission (DEAC)  
Transnational Association of Christian Colleges and Schools (TRACS)

#### **IMPORTANT CONSIDERATIONS**

Students who intend to transfer shall be advised of limitations transfer institutions may place on the transferability of credits, based on institutional accreditation, course modality, noncredit courses, and any other relevant factors. (Title 5, § 55062 (g))



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