

## DEGREE AND CERTIFICATE PROGRAMS

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DEGREE PROGRAMS

The Associate Degrees in Arts and in Sciences are founded upon a philosophy, criteria, and pattern of courses that conform with the requirements of Title 5 Regulations.

PURPOSE OF DEGREE PROGRAMS

Degree programs shall have at least one of the following purposes:

1. To extend general education and cultural understanding;
2. To prepare for entrance to an occupation; and,
3. To provide credits for transfer to a four-year college at the time of junior level.

TYPES OF DEGREE PROGRAMS

1. Associate in Arts
2. Associate in Science (Engineering, Natural and Biological Sciences, and selected occupational and technical fields)

DEGREE REQUIREMENTS

1. Unit Requirement. 60 or more units of course credit in a selected curriculum. One credit hour of community college work is approximately three hours of recitation, study or laboratory work per week throughout a term of 17.5 weeks.
2. Major Requirement. A student must complete at least 18 semester units of study in a single discipline or related disciplines, as listed in the California Community College "Taxonomy of Programs", or in an area of emphasis involving lower division coursework which prepares students for a field of study or for a specific major at the University of California or the California State University.
3. Scholarship Requirement. An overall grade point average of "C" or better in all coursework (includes coursework taken at other institutions) submitted towards the degree. For all students admitted for the Fall 2009 term or any term thereafter, a grade of "C" or better, or "P" if the course is taken on a Pass/ No Pass basis, is required for each course applied toward the major. (Title 5: 55063 (a)(2))

4. English Competency Requirement. Students must demonstrate competence in reading and written expression. This requirement may be met by achieving a grade of “C” or better in appropriate courses approved by the Superintendent. For all students admitted for the Fall 2009 term or any term thereafter, competence in reading and written expression shall be demonstrated by obtaining a grade of “C” or better in an English course at the level typically known as Freshman Composition, or an equivalent course. Prior to Fall 2009, a student may apply only one English course that is one level below Freshman Composition to meet this requirement. Title 5: 55063
5. Mathematics Competency Requirement. Students must demonstrate competence in mathematics. Competence in mathematics shall be demonstrated by obtaining a grade of “C” or better in a Mathematics course at the level typically known as Intermediate Algebra, or a comparable course. This requirement may be met by achieving a grade of “C” or better, or “P” if the course is taken on a Pass/ No Pass basis, in appropriate courses approved by the President/ Superintendent or by achieving a satisfactory score on the Sonoma County Junior College District Intermediate Algebra Competency Exam (ACE). Title 5: 55063

The ACE may be taken up to two times per college term.

6. Residency Requirement. A student must be enrolled during the semester in which the degree is granted. A minimum of 12 units must be completed at Santa Rosa Junior College. Exceptions may be made when it is determined that an injustice or undue hardship would be placed on the student. Title 5: 55063
7. General Education Requirement.
  - Option A  
Complete 23 units of general education credits as outlined by the Santa Rosa Junior College catalog.
  - Option B  
Complete the California State University (CSU) General Education-Breadth requirements (full certification).
  - Option C  
Complete the Intersegmental General Education Transfer Curriculum (IGETC) (full certification).

#### ADDITIONAL ASSOCIATE DEGREES

1. Students who already possess an Associate of Science or Associate of Arts from Santa Rosa Junior College may be awarded an additional degree upon completion of the following:
  - a. All requirements of a major in a different field of study. Previous coursework may be used.
  - b. Twelve units in residence after conferral of the previous degree.
  - c. Any new areas of General Education in effect at the time the student re-enrolls, if there has been a break in enrollment.
2. Students seeking an associate degree from Santa Rosa Junior College after having received an associate degree from another regionally accredited community college may be awarded an additional associate degree upon completion of the following:
  - a. All requirements in a major field in a different field of study.
  - b. Twelve units in residence.
  - c. Santa Rosa Junior College General Education areas not fulfilled at the previous institution.
3. Students who already possess a bachelor's degree or higher from a regionally accredited institution of higher education may be awarded an associate degree upon completion of the following:

- a. All requirements for a major in a different field of study.
- b. Twelve units in residence.
- c. A bachelor's degree or higher from a regionally accredited college in the United States will be accepted as fulfilling the General Education requirements for graduation.

### CERTIFICATES IN THE CREDIT PROGRAM

Occupational certificate programs shall provide a course of study preparing the student directly for employment upon completion of the program. Certificate programs do not include the General Education component.

A list of current Board approved Certificate Programs shall be maintained by the Office of Academic Affairs and be published in the College Catalog each year.

See also:

Policy 3.1 General Education

Policy 3.2.1 Major Requirement of the Associate Degree

There are two types of certificates acknowledged by the State (Title 5, 55070(a)(b)) and the College: those requiring approval by the Systems Office, California Community Colleges called Certificates of Achievement; and, those requiring only local Board approval. At Santa Rosa Junior College, the locally approved certificates are called Skills Certificates. Only Certificates of Achievement which have been approved by the System's Office will appear on a student transcript.

1. Certificate of Achievement: Certificates of Achievement certify that students successfully completing all requirements are fully prepared to enter the careers designated on their certificates. These programs generally, but not always, require a year or more of study and eighteen or more units of coursework.

Certificates of Achievement must be approved by the Curriculum Committee and the Board of Trustees. They must also be endorsed by the Bay Area Community College Consortium (comprised of community college occupational administrators) and approved by the Systems Office.

2. Skills Certificate: A Skills Certificate certifies that students successfully completing all requirements are prepared with a particular set of skills for an entry-level position in the field, to upgrade or advance in an existing career, or to pursue a full Certificate of Achievement. These programs usually provide career ladder instruction and are therefore of shorter duration and narrower in scope than Certificate of Achievement Programs.

Skills Certificates must be approved by the Curriculum Committee and the Board of Trustees.

### CERTIFICATES IN THE CREDIT PROGRAM - REQUIREMENTS

All of the following requirements must be met in order for the certificate to be conferred:

1. Residency requirement:
  - a. A student must complete at least six units or 20% of the total units (whichever is greater) of the certificate program at Santa Rosa Junior College. This means that, for certificates of one to six units, all coursework must be completed at SRJC.
  - b. A student must be enrolled at Santa Rosa Junior College during the semester in which the certificate is awarded.
  - c. A department may propose to exceed the minimum standards set herein. Such proposal would be reviewed by EPCC (Educational Planning and Coordinating Council) and recommended to the Academic Senate for appropriate action.

- d. Implementation of approved residency requirements will have an effective date based on the new catalog year, so that all students receive timely, clear, and consistent information about the requirement.
2. Scholarship requirement:
    - a. A student must have a minimum "C" grade (or equivalent) in all Santa Rosa Junior College and transferred coursework submitted toward the certificate.
    - b. A department may propose to exceed the minimum standards set herein. Such proposal would be reviewed by EPCC (Educational Planning and Coordinating Council) and recommended to the Academic Senate for appropriate action.
    - c. Implementation of approved scholarship requirements will have an effective date based on the new catalog year, so that all students receive timely, clear, and consistent information about the requirement.

### CERTIFICATES IN THE NON-CREDIT PROGRAM

There are two types of non-credit certificates acknowledged by the State and the College. The first is called a Certificate of Completion and the second a Certificate of Competency. Title 5: 55151 (b)(1)(2)

1. Certificate of Completion: This certificate confirms that a student has completed a program or sequence of non-credit courses that prepares him or her to progress in a career path or to undertake degree-applicable or non-degree applicable credit courses. This document certifies that the student has gained proficiency in basic educational skills, such as math, reading, listening, writing or English as a Second Language leading to improved employability or job opportunities at the entry level.
2. Certificate of Competency: This certificate confirms that a student has enrolled in a program or sequence of non-credit courses and demonstrated competencies that prepares him or her to progress to a career path or to undertake credit courses to further pursue his or her career. This document certifies that the student has achieved a set of skills or competencies that can be applied in a recognized career field and articulated with degree-applicable coursework leading to a degree.
3. Approvals: Each certificate must be approved by the Curriculum Committee, Board of Trustees and the Systems Office. Certificates of Completion and Competency are recorded on the student's transcript.

### CATALOG RIGHTS

1. Associate Degree Programs: Award requirements for an associate degree are determined according to the catalog in effect at the time of initial enrollment. In order to maintain catalog rights, a student must be in continuous enrollment; that is, enrollment in at least one credit course during each successive academic year. For the purpose of catalog rights, the academic year begins each fall and ends with the subsequent summer session. When a break in enrollment occurs, degree requirements are determined according to the catalog in effect when enrollment is resumed. Students may choose to receive an associate degree under the catalog requirements in effect at the time of their petition to receive the degree.
2. Certificates in the Credit Program: Award requirements for a certificate in the credit program are determined according to the catalog in effect at the time of initial enrollment. In order to maintain catalog rights, a student must be in continuous enrollment; that is, enrollment in at least one credit course during each successive academic year. For the purpose of catalog rights, the academic year begins each fall and ends with the subsequent summer session. When a break in enrollment occurs, certificate requirements are determined according to the catalog in effect when enrollment

is resumed. Students may choose to receive a certificate award under the catalog requirements in effect at the time of their petition to receive the certificate.

3. Certificates in the Non-Credit Program: Award requirements for a certificate in the non-credit program are determined according to the catalog requirements in effect at the time of their petition to receive the certificate.