

GRADUATION REQUIREMENTS

AR 3010

I. Associate of Arts Degrees

A. Requirements common to the Associate of Arts degrees:

1. A minimum of 60 degree applicable units, at least 12 of which must be completed in residence at Cabrillo College. (Exceptions to the residence requirement may be made by the Governing Board when it determines that an injustice or undue hardship would be placed on the student.) For the AA Degree/CSUGE, the 60 units must be transferable to CSU. For the AA Degree/IGETC, the 60 units must be transferable to CSU (if the student is transferring to CSU) or to UC (if the student is transferring to UC.)
2. A cumulative grade point average of 2.00 ("C") or better in a published curriculum that includes the general education requirements for the Standard AA as well as the AA/CSUGE degree. A cumulative grade point average of 2.4 is required for students transferring to UC and receiving the AA/IGETC in a published curriculum that includes the IGETC requirements.
3. Competency in math, reading, *multicultural studies, and written expression. The competency in Mathematics may be met by successful completion of intermediate algebra or equivalent or a higher level mathematics course with a grade of "C" or better. Successful completion must be verified by an official college transcript or by an appropriate score on the Cabrillo mathematics assessment. Written communication (Area A) must be completed with a "C" or better.
4. Only one English or ESL course below transferable freshman composition may be used toward the Associate Degree.
5. Except for the multicultural requirement, a course may be used to fulfill a general education requirement in one area only.
6. Up to two courses may be used to satisfy both the major and general education requirements. The unit value is counted only once toward the degree.
7. General Education courses from regionally accredited colleges or universities that have an equivalent at Cabrillo, will be used in the area that best serves the student; either the general education area designations of the original institution or the pattern offered by Cabrillo.
8. The Academic Council, a standing committee of the Faculty Senate, shall recommend changes in the requirements specified above.
9. The completion of a Standard Associate in Arts does not ensure that a student can transfer directly to a four-year college or university. Students interested in transferring should consult a counselor and the catalog of the institution to which transfer is intended.
10. No more than twelve (12) semester units may be credit ("CR") grades instead of letter grades. (These 12 units can be in addition to those courses regularly using Credit/No Credit only grading)
11. A BA/BS degree from a regionally accredited college or university will satisfy all general education and competency requirements for Cabrillo's non-transfer AA and AS degrees, with the exception of the multicultural requirement, and program specific graduation requirements.

*The purpose of the Multicultural Studies requirement is to promote awareness, understanding, appreciation, and respect for under-represented ethnic cultures and

nationalities—with an emphasis on nonwestern cultures—and to help students link their personal experiences and their education with broader cultural perspectives. Candidates for the AS or AA degree are required to complete a total of three units in multicultural studies courses selected from the general education list. These courses must focus on the study of ethnic minorities in the United States or nonwestern societies or cultures. The course used to fulfill the multicultural requirement may be double-counted in either the major or a general education area. Multicultural studies courses will be identified in the college catalog under graduation requirements as well as on the Cabrillo College Associate Degrees general education lists.

B. Requirements for the Standard Associate in Arts (AA) Degree

1. General Education Requirements

	30 units
Area A: Communications and Critical Thinking	6 units
Area B: Natural Science	6 units
Area C: Humanities	6 units
Area D: Social and Behavioral Sciences	9 units
Area E: Lifelong Understanding Self-Development	3 units

2. Major – Required courses in the major 20 units

3. Math competency**

4. Electives 0-10 units

**Math competency is defined as follows: The Mathematics Requirement may be met by successful completion of intermediate algebra or equivalent or a higher-level mathematics course with a grade of “C” or better. Successful completion must be verified by an official college transcript or by an appropriate score on the Cabrillo mathematics assessment

C. Requirements for the Transferable Associate in Arts Degree/CSUGE:

1. General Education Requirements

***30 units

Area A: Communications & Critical Thinking	9 units
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Area B: Natural Science & Mathematics 6-9 units

Area C: Humanities & Fine Arts 3-9 units

Area D: Social & Behavior Science 6-9 units

Area E: Lifelong Understanding & Self Development 0-3 units

***The 30 general education units must include all of Area A & B4 (transferable math)-students may wish to complete all 39 units of CSU GE before transfer. All of Area A (Communication and Critical Thinking) and Area B4 (Mathematics) must be completed with a grade of “C” or better.

2. Major 20 units

Students are encouraged to complete the lower division course work required by the school to which they plan to transfer. This information is available on the World Wide Web at www.assist.org or by consulting a counselor or the catalog of the transfer school.

3. Electives--must be transferable 0-10 units

D. Requirements for the Transferable AA Degree/IGETC

1. General Education (All IGETC general education courses must be completed with a “C” or better.)

Area 1a: English Communication 3 units

1b: Critical Thinking/
English composition 3 units

1c: Oral Communication 3 units
(CSU only)

Area 2: Mathematical concepts &
Quantitative Reasoning 3 units

Area 3: Arts & Humanities 9 units
(at least one Arts and one Humanities)

Area 4: Social & Behavioral Sciences 9 units
(3 courses from at least 2 disciplines)

Area 5: Physical & Biological Sciences 7 units
(one from Physical & one from Biological one must be a lab)

Language Other Than English (UC Requirement Only)

Proficiency equivalent to two years of high school instruction in the same language. This requirement can be met at Cabrillo College by completing one semester of any of the following courses or a more advanced course:

Chinese 1, French 1, German 1, Italian 1, Japanese 1, Russian 1, Spanish 1, Sign Language Studies 1.

2. Major 20 units

Students are encouraged to complete the lower division course work required by the school to which they plan to transfer. This information is available on the World Wide Web at www.assist.org or by consulting a counselor or the catalog of the transfer school.

3. Electives--must be transferable 0-10 units

II. Associate of Science Degree

A. Requirements for the Associate of Science degree:

1. A minimum of 60 semester units, at least 12 of which must be completed in residence at Cabrillo College. (Exceptions to the residence requirement may be made by the Governing Board when it determines that an injustice or undue hardship would be placed on the student.)
2. A commutative grade point average of 2.00 ("C") or better in a published curriculum that includes the general education requirements.
3. Competency in math, reading, *multicultural studies, and written expression. The competency in math and written communication (Area A) must be completed with a "C" or better.
4. Only one English or ESL course below transferable freshman composition may be used toward the Associate Degree.
5. Except for the multicultural requirement, a course may be used to fulfill a general education requirement in one area only.
6. General Education courses from regionally accredited colleges or universities that have an equivalent at Cabrillo will be used in the area that best serves the student; either the general education area designations of the original institution or the pattern offered by Cabrillo.
7. The Academic Council, a standing committee of the Faculty Senate, shall recommend changes in the requirements specified above.
8. The completion of a Standard Associate in Science does not ensure that a student can transfer directly to a four-year college or university. Students interested in transferring should consult a counselor and the catalog of the institution to which transfer is intended.
9. No more than twelve (12) semester units may be credit ("CR") grades instead of letter grades. (These 12 units can be in addition to those courses regularly using Credit/No Credit only grading)

*The purpose of the Multicultural Studies requirement is to promote awareness, understanding, appreciation, and respect for under-represented ethnic cultures and

nationalities—with an emphasis on nonwestern cultures—and to help students link their personal experiences and their education with broader cultural perspectives. Candidates for the AS or AA degree are required to complete a total of three units in multicultural studies courses selected from the general education list. These courses must focus on the study of ethnic minorities in the United States or nonwestern societies or cultures. The course used to fulfill the multicultural requirement may be double-counted in either the major or a general education area. Multicultural studies courses will be identified in the college catalog under graduation requirements as well as on the Cabrillo College Associate Degrees general education lists.

B. Requirements for Associate of Science (AS) Degree:

1. General education requirements

	21 units
Area A: Communications & Critical Thinking	6 units
Area B: Natural Science	3 units
Area C: Humanities	3 units
Area D: Social & Behavioral Sciences	6 units
Area E: Lifelong Understanding & Self-Development	3 units

2. Major – Required courses in the major
30 units minimum

3. Math competency**

4. Electives 0-9 units

**Math competency is defined as follows: The Mathematics Requirement may be met by successful completion of elementary algebra or equivalent or a higher-level mathematics course with a grade of “C” or better. Successful completion must be verified by an official college transcript or by an appropriate score on the Cabrillo mathematics assessment

III. Certificate Of Proficiency

Requirements for the Certificate of Proficiency, unless otherwise indicated:

1. Completion of a minimum of 18 units in an occupational program area.
2. Completion of the courses listed for the Certificate of Proficiency in the college catalog.

3. A minimum of a 2.0 grade point average for the courses required for the Certificate of Proficiency.
4. Completion of an English course, with a “C” or better, selected from the General Education Area A: Written Communication.

IV. Skills Certificate

Requirements for the Skills Certificate:

1. Completion of fewer than 18 units of occupationally relevant courses
2. Completion of the course(s) listed for the Skills Certificate in the college catalog.
3. A minimum of a 2.0 grade point average in the course(s) required for the Skills Certificate.

V. Applicable Graduation Requirements

Cabrillo College issues a new catalog yearly. The courses required for a specific degree or certificate may change from one catalog to the next, and often change during a student’s tenure.

For the purposes of meeting graduation requirements based on catalog rights, students may elect to meet the requirements of either:

1. The catalog which was in effect at the time the student began his/her course work at Cabrillo or,
2. Any catalog that is or has been in effect during the time that the student has maintained continuous enrollment before graduation.

Students maintain catalog rights by continuous enrollment at Cabrillo College.

Continuous enrollment is defined as completion of a least one course per academic year. Documented military or medical leave, not exceeding two years, will not be considered an interruption of enrollment.

VI. Requirements for A Second Associate Degree

Occupational Programs

To be eligible for multiple associate degrees within occupational programs at Cabrillo College, a student must satisfactorily complete all the requirements of the majors with at least a 2.0 grade point average. In general, multiple associate degrees cannot be awarded within one occupational program unless otherwise stated in the specific program description of this catalog. If the student has not been enrolled at Cabrillo College for two or more consecutive semesters, s/he will need to meet any new general education and major requirements in effect during the academic year in which s/he returns.

Transfer Programs

To be eligible for multiple associate degrees in transfer programs at Cabrillo College (or a combination of occupational and transfer program degrees), a student must satisfactorily complete all the requirements of the majors with at least a 2.0 grade point average. In addition, students must complete at least ten units in coursework specific to their major requirements (as per the suggested programs in the Cabrillo Catalog) that are not replicated in the major requirements for any other degree they seek or possess. If the student has not been enrolled at Cabrillo College for two or more consecutive semesters, s/he will need to meet any new general education and major requirements in effect during the academic year in which s/he returns.

VII. Course Unavailability

A student's academic progress toward a degree or certificate should not be impeded due to course unavailability. Therefore, if a course in a designated field of study has not been taught for three consecutive semesters, the program chair, or in her/his absence, the Division Dean, in consultation with the appropriate department representative, will stipulate another course in lieu of the course required for graduation.

VIII. Procedure for students with documented disabilities to substitute or waive graduation requirements.

Cabrillo College recognizes that a disability may preclude a student from demonstrating required math, reading and writing competencies or from completing course requirements necessary for an AA or AS degree in the same manner that nondisabled students are expected to. The college also recognizes the need to accommodate students with documented disabilities to the greatest extent possible without compromising a disabled student's course of study and without compromising the integrity of any student's degree.

Cabrillo College intends all of its graduates to master the competencies required by Title 5 of the California Education Code and to complete the courses required for graduation. The college recognizes that most disabilities that preclude a student from completing a course can be overcome by altering the method of course delivery and providing a combination of appropriate accommodations. Therefore, for most students with documented disabilities, the first level of accommodation will involve an attempt to complete the course with extra help: tutorial assistance, auxiliary aids, test accommodations, and a slower-paced version of the course are examples of the kinds of assistance Cabrillo College will extend to the student. For some students with a disability, such accommodations and alterations of course delivery will not be enough to enable him/her to complete the course. For these students, a course substitution will be individually considered under the conditions described below. Only in the most extreme cases will a course waiver be considered.

If a student with a disability has discovered that receiving extra help with a required course or altering the means of delivery of that course is insufficient to enable him/her to complete it or if the student can show that her/his disability is of such magnitude that any attempt at completing the course would be futile, that student may submit a petition to the chair of the Academic Council who will arrange for that student to meet with a subcommittee of the Academic Council to determine whether a course substitution or, in the last resort, a course waiver is more appropriate. A course substitution is permissible only if the committee determines that the course in question is peripheral to the student's course of study and that the student has no chance of completing the course even with all the appropriate accommodations the college can offer. A waiver will only be considered when there is evidence that the student has met the requirement for substitution and there are no viable alternatives determined by the subcommittee. ("Academic requirements that the district can demonstrate are essential to the program of instruction being pursued by the student or directly related to licensing requirements, will not be regarded as discriminatory." 34. C.F.R. 104 44(a)) Note: Students will be informed that substitution or waiver granted by Cabrillo College may not be recognized by a subsequent educational institution.

IX. Disability Waiver

1. A student seeking accommodations in completing a course due to a documented disability shall request assistance from the appropriate disabled student services (DSS) specialist. The student may present to the DSS specialist a previous assessment of her/his disability from an appropriate specialist (as determined by a Cabrillo College disability specialist) outside the Cabrillo College DSS staff and may or may not choose to participate in the college DSS program.
2. The DSS Specialist will assess and document the extent of the disability (considering whatever evidence, if any, the student presents from prior assessments of her/his disability). Depending on the severity and educationally related functional limitations of the assessed disability, the specialist shall recommend appropriate accommodations, auxiliary aids, or alternative versions of the course in question. If the specialist concludes that the severity of the disability warrants a course substitution, or, in the most extreme cases, a course waiver (or, if the student believes s/he is sufficiently disabled but the specialist does not), s/he submits a petition to the chair of the Academic Council.
3. This subcommittee, entitled "The Academic Council Subcommittee for Special Academic Appeals," shall have the following constituency:
 - a. An instructional administrator from the concerned academic area
 - b. A contract instructor (preferably one who teaches the course in question) from the concerned academic area
 - c. The Cabrillo College DSS specialist involved in the case
 - d. If desired by the student, an advocate of the student's choice (non-voting)
 - e. Cabrillo College's articulation officer (as needed for information and non-voting)
 - f. Cabrillo College's registrar (as needed for information and non-voting)
 - g. A representative from the Academic Council (preferably from the concerned academic area and non-voting)

This committee shall hear cases brought by disabled students seeking course substitutions or waivers under these conditions:

- a. The student, having made a good-faith effort to complete the required course in question and having availed him/herself of the accommodations recommended by the specialist, has been unable to satisfactorily complete the course
 - b. The student and the appropriate Cabrillo DSS specialist agree that, due to the severity of the disability, even beginning the course with its accommodations is futile
 - c. The student desires to appeal a Cabrillo DSS specialist's assessment that her/his disability is not sufficient to warrant a substitution or, in the most extreme cases, a waiver.
4. If the condition is "c" above, the first business of the committee will be to resolve the dispute. If the condition is "a", the committee must first decide if the student has made an earnest effort to complete the class. If the committee decides that the student has made an earnest effort, or if the condition is "b", the committee will determine if the course in question is essential to the student's individual course of study. If the committee decides it is, the substitution (or, in the most extreme cases waiver) request shall be denied to protect the integrity of the program and to protect the student's best interest in pursuing that program. If the course in question is found to be peripheral to the student's plan of study, the committee will seek to provide an appropriate course substitution. If no appropriate substitute course can be found, or, in the most extreme cases, if the

committee concludes that a substitute course is inappropriate due to the severity of the disability, a waiver may be recommended to the subcommittee, again only if the course is found to be peripheral to the student's course of study. The committee's decisions will be determined by a simple majority vote.

5. The subcommittee will forward its decisions in writing to the student and to the Academic Council within two weeks of receiving the original written petition. If the student with a documented disability is dissatisfied with the committee's decision, s/he may appeal first to the Academic Council itself, then to the Cabrillo Faculty Senate, to the Superintendent/President of Cabrillo College, and finally to the District Governing Board. Barring unforeseen circumstances, the appeals timeline will be as follows:

a. Upon receiving an appeal, the Academic Council chair will ask the council to affirm or deny the appeal at its next meeting.

b. If the council rejects the appeal, the student may request the chair to forward it to the Faculty Senate president. The Faculty Senate will schedule a special meeting held on the same day of the week and at the same time as a regularly scheduled meeting (on the alternate week). This meeting shall be a single agenda meeting and will be held within one month of notification by the Academic Council chair. The final vote (without further discussion) shall be taken at the next Senate meeting to affirm or deny the student appeal.

c. If the Faculty Senate rejects the appeal, the student may ask the senate president to forward it to the Cabrillo College president who will act on the appeal as promptly as possible.

d. If the president rejects the appeal, the student may ask that s/he forward it to the Cabrillo College District Governing Board, who will act upon it as soon as possible.

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