

## Associate in Arts Degree and Associate in Science Degree

The awarding of an Associate Degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the College to lead students through patterns of learning experiences designed to develop individual capabilities and insights.

Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an Associate Degree, General Education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture and the society in which they live. Most importantly, General Education should lead to better self-understanding.

Graduation from Cañada College with the Associate in Arts or Associate in Science degree is based upon the completion of 60 units of lower division college work, including requirements A through G listed below. Substitutions and waivers for degree requirements may be authorized by petition to the appropriate Division Dean. An application for the degree must be filed in the Admissions and Records Office during the last semester of attendance (refer to calendar for the college year for deadline).

### Graduation Requirements Student Catalog Rights

Graduation requirements are listed in the Catalog. A student remaining in continuous attendance at Cañada College, College of San Mateo, or Skyline College may, for the purposes of graduation, elect to meet the requirements in effect at the college from which the student will graduate, either at the time the student began such attendance or any subsequent year of continuous enrollment.

For the purpose of this policy, "continuous enrollment" means attendance through at least the fourth week of instruction in either the fall or spring semester in each calendar year. Absence to attend another accredited college or university shall not be considered an interruption in attendance if the absence does not exceed one year. Catalog rights cannot supersede any State or Federal regulation or requirement in effect at the time of graduation.

#### A. Resident Requirement.

A minimum of 12 units must be completed in residence at Cañada College.

#### B. Scholarship Requirement.

A 2.0 grade point average is required for all degree applicable coursework taken within the San Mateo County Community College District, and all incoming degree applicable coursework taken outside the District.

#### C. Major Requirement.

A minimum of 18 units in a discipline or related disciplines as specified by the appropriate division. A grade point average of 2.0 in the major is required. Some majors require a minimum C (or Credit) grade in each course. Fifty percent of the units required for the major must be completed at Cañada College. For students planning to transfer to four-year institutions, fulfillment of transfer requirements for the institution of their choice will be considered a major in University Studies.

#### D. Basic Competency Requirements.

Competency requirements exist for the areas of Reading, Writing, Mathematics and Computer Literacy. Students must demonstrate competency according to the following in each of the areas in order to be eligible for the A.A. or A.S. degree. Note: Satisfactory completion is defined as a grade of C or better.

1. Reading
  - a. Eligibility for English 100 as determined by the English placement test
  - b. Satisfactory completion of English 100 or
  - c. Satisfactory completion of Reading 802/836
2. Writing
  - a. Eligibility for English 100 as determined by English placement tests; or
  - b. Satisfactory completion of English 800/836 or English 400
3. Mathematics/Quantitative Reasoning
  - a. Eligibility for Math 110 or 111 or 112 or higher as determined by a Cañada College approved placement test; or
  - b. Satisfactory completion of Math 110 or 111 and 112; or
  - c. Satisfactory completion of any course having at least Math 110 (Elementary Algebra) as a prerequisite.

#### 4. Computer Literacy

Computers are an integral part of today's world used in all disciplines and workplace settings. Students who are awarded an AA/AS degree or a certificate from Cañada College should possess the skills to use computers to communicate, design, research and explore so that they are prepared appropriately for transfer or for entry into the workforce. The Cañada College computer literacy requirement provides these foundation computer skills.

- a. Satisfactory completion of a minimum of 1.0 unit of one of the following: ACTG 190, 192, 194, 196; any computer related MART course; BUS.103; any computer related CBOT course above 417; any computer related CIT course; any CIS course; any COMP course; FASH 180, INTD 362, 363; LEGL 276, or MEDA 115, or MEDA 150
- or
- b. A passing score on the computer literacy test (both written and hands-on).

### **E. General Education Requirements**

General Education is the part of an educational program which introduces students to areas of study that develop breadth of outlook and contribute to balanced development. This general education is complementary to, but different in emphasis from, the specialized education received for a job, a profession, or from focusing on a particular field of study. The purpose of the program in General Education is to assist students in moving toward the following goals:

- Developing critical and constructive thinking for problem solving and value discrimination.
- Understanding their relationship to their biological, physical, and cultural environment.
- Understanding the creative activity of others and participating to some extent in creative activity.
- Using basic mechanical, mathematical, and communication skills to solve everyday problems, understand ideas of others, and express ideas effectively.
- Developing a code for personal and civic life as a responsible citizen in a democracy.
- Maintaining good mental and physical health and social adjustment.

Specific General Education Unit Requirements (See AA/AS Degree General Education Pattern on page 48.)

- Associate in Arts Degree—21 units minimum
- Associate in Science Degree—18 units minimum

### **F. Ethnic Studies**

Educated people celebrate and value cultural diversity. The ethnic studies/cultural diversity graduation requirement of one 3-unit course at Cañada College demonstrates the commitment to include in the education of students the knowledge of the ever-changing diversity of our country. With the fulfillment of this requirement, students have the opportunity to see themselves and others in the mutually supportive relationship basic to the survival and prosperity of all of us. Refer to Ethnic Studies in the Course Descriptions section of this Catalog for a list of specific courses.

### **G. Physical Education**

One or more courses in physical education for a minimum of 2 units is required for an AA/AS degree. This requirement will be waived or modified for students in the following categories:

- graduates of community colleges or other accredited colleges and universities
- Evening/Saturday/Off-campus Center students: Students who have completed a minimum of 60% of the coursework units submitted to fulfill the Associate degree requirements in the evenings, Saturdays, or at a Cañada College Off-campus center
- veterans with one or more years of service
- persons excused for medical reasons

Waivers other than for the reasons stated above should be sought following regular college procedures via the Academic Standards Committee.

### **AA/AS Degree and Certificate Applications**

The Office of Admissions and Records processes all petitions and determines eligibility for the Associate in Arts and Associate in Science Degrees and Certificates offered at Cañada College. Eligible graduating candidates must file an application for the appropriate degree or certificate according to deadlines published in the Schedule of Classes and arrange for all transcripts from other colleges to be placed on file with the Office of Admissions and Records prior to the specified deadline (see Calendar of Important Dates on page 5).

### **Second Associate Degree**

To qualify for an additional associate degree at Cañada College, a student must (1) complete a minimum of 12 units for the degree at Cañada College after the awarding of the previous degree and (2) comply with the appropriate general education requirements for the second degree. In addition, 50 percent of the major course units must have been completed at Cañada College.

### **Certificate Programs**

Certificate programs are designed for students looking for short-term programs of instruction with a high degree of specialization. They are designed to prepare individuals to enter a particular field of employment or provide a level of in-service training or education for those already employed. Cañada College awards two levels of certificates. Certificates of Completion are those that are less than 18 units of course work. Certificates of Proficiency are those that are 18 units or more of course work. The section—Associate Degrees, Certificates, Transfer—in this Catalog lists programs alphabetically by subject and identifies the certificate and associate degree programs available.

The Certificates (Completion and Proficiency) have been designed on the career ladder concept and courses taken to fulfill the lower level of certificate, the Certificate of Completion, can be applied to the next level, the Certificate of Proficiency, if the certificate of proficiency exists. The course work applied to the certificates can also be applied to associate degrees. If no associate degree major exists in the area then the units can be counted as electives toward any associate degree. If an associate degree with the specific major exists then the units may make up an Associate Degree major.

### **Certificate of Completion (Certificates Requiring Less Than 18 Units) General Requirements and Certificate of Proficiency (Certificates Requiring 18 Units or More) General Requirements**

1. The prescribed courses and units must be completed as identified in the Cañada College Catalog under core and selective courses.
2. Fifty percent of the required courses (identified as core and selectives) must be completed at Cañada College. Equivalent lower division courses completed at other institutions holding district approved accreditation may be submitted on a Request for Substitution petition for consideration to satisfy some certificate requirements. Petitions for this purpose are available in the Enrollment Services Office, Building 8, bottom floor.
3. All CORE classes applied to the certificate must receive a grade of C or better. If the course is evaluated by credit or no credit ONLY then a "credit" evaluation for the course is

acceptable. If the course is offered as “grade option” a letter grade of C or better is required.

4. Computer Literacy Requirement: Satisfactory completion of a minimum of 1.0 unit of one of the following: ACTG 190, 192, 194, 196; any computer related MART course; BUS.103; any computer related CBOT course above 417; any computer related CIT course; any CIS course; any COMP course; FASH 180, INTD 362, 363; LEGL 276, or MEDA 115, or MEDA 150, OR a passing score on the Cañada College computer literacy test (both written and hands-on).
5. Students must be in “good academic standing” to receive a Certificate of Completion or a Certificate of Proficiency.

### Precollegiate Basic Skills Courses

With the exception of English as a Second Language and learning disabled students, no student may receive more than 30 semester units of credit for precollegiate basic skills courses. Students who show significant, measurable progress toward the development of skills appropriate to enrollment in college-level courses may apply to the Dean of Counseling and Enrollment Services to request a limited waiver of this requirement.

### Degree Credit & Non-Degree Credit Courses

The State of California has legislated a series of reforms designed to strengthen the community colleges. One of these reforms mandated a comprehensive review of the standards of instruction in each course in the curriculum. Each course was classified as “degree credit” or “non-degree credit”. A course offered for “non-degree credit” cannot be counted toward certificate completion, graduation or transfer. The following notation is placed at the end of the course description for all non-degree credit courses: “Units do not apply toward the AA/AS degree.”

