

## 4D Graduation

### Section Four—Students/Instructional Services Governance Processes Relative to the District Board Policy Manual and Collegial Consultation With Academic Senates

#### Employ the Process of Mutual Agreement

Policies: None

Procedures: None

Appendices: None

#### Rely Primarily Upon the Advice and Judgment

- Policies:**
- (1) **4A2**, Student Responsibilities (*includes Policies 4A2A through 4A2G*)
  - (2) **4A3**, Matriculation (*includes Policies 4A3A through 4A3G*)
  - (3) **4A4**, Prerequisites, Corequisites, and Advisories on Recommended Preparation (*includes Policies 4A4A through 4A4E*)
  - (4) **4A6**, Admission to Impacted Programs (*includes Policies 4A6A through 4A6K*)
  - (5) **4A9**, Instructional and Other Materials (*includes Policies 4A9A through 4A9D*)
  - (6) **4B1**, Educational Programs (*includes Policies 4B1A through 4B1D1*)
  - (7) **4B5**, Program Review
  - (8) **4B7**, Articulation (*includes Policies 4B7A through 4B7C*)

Rely Primarily Upon the Advice and Judgment (continued)

- (9) **4B10A**, (re: guest/visitors) (*includes Policies 4B10A1 through 4B10A7*)
- (10) **4B10B** (re: guest/visitors)
- (11) **4B11**, Controversial Issues in Curriculum (*includes Policies 4B11A through 4B11C*)
- (12) **4C**, Academic Regulations (*includes Policies 4C1 through 4C7*)
- (13) **4D**, Minimum Graduation Requirements (*includes Policies 4D1 through 4D1G*)

**Procedures:** None

**Appendices:** None

**Proposed Addition to**  
**Kern Community College District Board Policy Manual**  
**Section Four – Students/Instructional**

Governance Process: Rely Primarily Upon the Advice and Judgment  
(includes Policies 4D1 through 4D1G)

Reason for Revision: To Establish District Policy

**4D** Graduation (~~Title 5, Sections 55800-55810, 55063; Education Code Section 66701, 66745-66749, 71066, 72285, and 78204~~). These graduation requirements are effective with the current 2009-10 catalog and pursuant to current law. (~~revised 6/2014~~)

**4D1** Minimum Graduation Requirements - To graduate from a District College, the student must meet the following requirements:

4D1A An Associate in Arts or Associate in Science degree is awarded those who complete sixty (60) units of associate degree-applicable credit courses with at least a 2.0 grade point average in all courses undertaken at any accredited college. Each College shall implement and may expand the minimum graduation requirements and shall report such action to the governing board.

4D1B Twelve (12) units of the total must be completed in residence at the College that grants the degree.

4D1C Eighteen (18) units of study must be completed in a discipline, or from related disciplines, as listed in the Community Colleges Taxonomy of Programs. Each course counted in this section must be completed with a grade of “C” or better, or a “P” if the course is taken on a pass/no pass basis.

4D1D Eighteen (18) semester units of general education must be completed and shall include at least one (1) course in each of the following areas: (1) Natural Sciences, (2) Social and Behavioral Sciences, (3) Humanities, and (4) Language and Rationality. A course designated by each College as meeting the Multi-Cultural or Diversity requirement must be taken in at

least one of these four (4) areas. Courses counted to meet this general education requirement must be completed with a grade point average of 2.0 or better.

4D1E Students must demonstrate competence in reading, written expression, and mathematics through courses or examination as noted in [Sections 4D1E1, 4D1E2, and 4D1E3 below](#). [Procedure 4D1](#).

~~4D1E1—Competence in written expression, shall be demonstrated by obtaining a satisfactory grade in an English course at the level of the course typically known as “Freshman Composition,” or another English course at the same level and with the same rigor, approved locally, or by achieving a score on an assessment instrument determined to be comparable to satisfactory completion of the specified English course.~~

~~4D1E2—Competence in mathematics shall be demonstrated by obtaining a satisfactory grade in a mathematics course at the level of the course typically known as “Intermediate Algebra,” or another mathematics course at the same level, with the same rigor and with “Elementary Algebra” as a prerequisite, approved locally, or by achieving a score on an assessment instrument determined to be comparable to satisfactory completion of the specified mathematics course.~~

~~4D1E3—Demonstrated competence in reading shall be locally determined.~~

4D1F Since an understanding of wellness is an important attribute of a generally educated person, and for the general population as well, students must develop an understanding of the human condition as an integrated being regarding health and wellness. This requirement will be met by a minimum three (3) unit combination of health related courses, and/or physical education activity course or courses, as determined by the Colleges excluding degrees for transfer pursuant to [California](#) Education Code [section 66746\(b\)\(1\)\(A\)](#).

4D2 Certificates– The Colleges of the Kern Community College District may award credit and non-credit certificates consistent with [current law](#). ~~Sections 55070 and 55155 of Title 5. (Revised April 8, 2010)~~

4D2A Following [current law](#) [Title 5, Section 55070](#), the Colleges may award a Certificate of Achievement for the completion of an 18-unit sequence of courses of degree-applicable credit coursework approved by the College Curriculum Committee, the Board of Trustees, and the State Chancellor. This Certificate of Achievement may not be given any other designation, and may not consist solely of Basic Skills and/or English as a Second Language courses. Awarding of the Certificate of Achievement indicates successful completion of patterns of learning experiences designed to develop certain capabilities that may be oriented toward career or general education.

4D2B Certificates may be awarded for fewer than 18-units as defined in [current law](#). [Title 5, Sections 55070 \(b\) and \(c\)](#).

4D2B1 The Colleges may award Certificates of Achievement for completion of a 12-17-unit sequence of courses of degree-applicable credit coursework approved by the College Curriculum Committee, the Board of Trustees, and the State Chancellor.

4D2B2 The Colleges may award ~~locally approved~~ local certificates with fewer than 18-units that certify that a student has completed a credit course or a sequence of credit courses to meet documented workplace needs/standards by demonstrating a level of knowledge, skill(s), and ability(ies) sufficient to earn a minimum grade of "C" in each required course. Such certificates shall be designated Job Skills Certificate and must be recommended by the Curriculum Committee and the College President, and approved by the Board of Trustees. These Certificates cannot be noted on transcripts.

~~4D2C Academic Programs leading to a Certificate of Achievement shall be noted in the College catalog.~~

4D3 Non-credit Courses (~~Revised April 8, 2010~~)

4D3A Following current law Title 5, Section 55155, non-credit programs leading to a Certificate of Completion or Competency must be approved by the College Curriculum Committee, Board of Trustees, and the State Chancellor.

4D3B Non-credit Certificates may not be referred to as Certificates of Achievement.

~~4D3C Academic programs leading to a non-credit Certificate shall be noted in the College catalog.~~

4D4 Honorary Degrees, (California Education Code, Sections 70902 and 72122) (Revised December 11, 2008)

4D4A The Board of Trustees may award an honorary associate degree to an individual who has distinguished himself or herself in a manner that the Board regards as worthy of recognition. See Procedure 4D4 of this Manual for procedures on Honorary Degrees.

4D4A1 Criteria for awarding the honorary degree include the following:

- 1) Extraordinary support of the district or its colleges to further its programs, activities, or capital construction
- 2) Extraordinary service to the community served by the district or its colleges
- 3) Extraordinary achievement in the individual's chosen field of endeavor

4D4A2 The Board of Trustees may hold closed sessions to consider the conferring of honorary degrees. (~~California Education Code, Section 72122~~)

**Proposed Addition to**  
**Kern Community College District Board Policy Manual**  
**Section Four – Students/Instructional**

Governance Process: Rely Primarily Upon the Advice and Judgment  
(Previously Policies 4D1E1 through 4D1E3, 4D2C and 4D3C)

Reason for Revision: To Establish District Procedure

Graduation Requirements

- A. Competence in written expression, shall be demonstrated by obtaining a satisfactory grade in an English course at the level of the course typically known as “Freshman Composition,” or another English course at the same level and with the same rigor, approved locally, or by achieving a score on an assessment instrument determined to be comparable to satisfactory completion of the specified English course.
- B. Competence in mathematics shall be demonstrated by obtaining a satisfactory grade in a mathematics course at the level of the course typically known as “Intermediate Algebra,” or another mathematics course at the same level, with the same rigor and with “Elementary Algebra” as a prerequisite, approved locally, or by achieving a score on an assessment instrument determined to be comparable to satisfactory completion of the specified mathematics course.
- C. Demonstrated competence in reading shall be locally determined.
- D. Academic Programs leading to a Certificate of Achievement shall be noted in the College catalog.
- E. Academic programs leading to a non-credit Certificate shall be noted in the College catalog.

**Proposed Addition to**  
**Kern Community College District Board Policy Manual**  
**Section Four – Students/Instructional**  
  
**Honorary Degrees**

- 1) Procedures for nominations and selection:
  - a) Nominations for recipients of honorary degrees must be submitted in writing to the College President by February 1<sup>st</sup> for consideration for the May graduation ceremony.
  - b) The written statement must adhere to the criteria for awarding honorary degrees and include:
    - i) Name and contact information of person making nomination
    - ii) Name of nominee
    - iii) Clear explanation of why the individual should be awarded an honorary degree
  - c) The College President shall meet with the College Vice Presidents and the President of the Academic Senate for review, validation of merits, and final recommendation.
  - d) Further documentation may be requested of the person making the nomination as deemed necessary.
  - e) The College President will forward to the Chancellor the name(s) of the successful candidate(s) for recommendation to the Board of Trustees.
  - f) Approved honorary degrees shall specify “Honorary” on the diploma.

*Reviewed and Recommended by  
Chancellor's Cabinet  
August 12, 2008*

*Reviewed and Recommended by  
District Consultation Council  
October 21, 2008*