

Chapter 4 – Academic Affairs

AP 4100 Graduation Requirements for Degrees and Certificates

References:

Title 5 Sections 55060 et seq.

Credit Degrees and Certificates

The Mt. San Antonio College Catalog and Schedules of Classes contain the most recent information on the requirements for the Associate in Science Degrees, Associate in Arts Degrees, military credit, multiple degrees, and certificate programs. These documents are updated annually in consultation with the Academic Senate for currency and correctness.

Adult Education Certification

Certificates in a variety of career and technical programs are available through the Community Education Division and are published in the Community Education Noncredit Student Handbook. Many of these certificate programs mirror those offered through the credit programs of the College, are favorably recognized by business and industry, and are frequently used as a requirement for professional advancement. Credit divisions of the College open specific classes to the community on a limited basis to accommodate these programs. Classes taken are noncredit and do not generate College units toward a degree.

Credit Divisions of the College reserve the right to offer classes for credit only and revise the prerequisites as necessary. Therefore, not all courses required for a specific certificate will be offered every semester.

In order for students to receive a Certificate of Completion for the combined programs, the student must do the following:

- Obtain the appropriate Certificate Application Form from the Community Education Division Office in the Administration Building;
- Register and pay required material fees for desired classes;
- Attend a minimum of 75% of required class hours;
- Satisfactorily complete coursework, papers, and projects as well as take and pass mid-term and final examinations with the equivalent of a “C” grade;
- Obtain the instructor’s signature upon completion of each class; and
- When all courses are completed, submit the signed form to the Community Education Division Office for processing.

Attendance and signatures will be verified by the Community Education Division staff members. If all requirements are met, a Certificate of Completion will be prepared and delivered to the student.

Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.

The Community Education Division also offers fee-based Certificate Programs. Certificate Programs and relevant courses are listed in the Community Education Noncredit Student Handbook.