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## Graduation Requirements

### Duty to Grant

The Governing Board of a community college shall award the appropriate diploma, degree, or certificate whenever a student has completed all requirements for the degree, diploma, or certificate without regard to the length of time actually taken by the student to complete such requirements. The Governing Board shall grant to any student who has satisfactorily completed the requirements of any course of study in less than the prescribed time, credit for the full number of semester hours scheduled for such course.

Students should plan the general direction of their educational careers as early as possible. Students wishing to transfer to a four-year college or university should select the transfer institution as early as possible. To assist with planning, requirements are described in this section for:

- The Associate in Arts for Transfer (AAT) degree;
- The Associate in Science for Transfer (AST) degree;
- The Associate in Arts degree;
- The Associate in Science degree; and
- Certificates of Achievement.

### Petition to Graduate

It is the student's responsibility to file a Petition to Graduate no later than the eighth week of the semester in which he or she plans to complete the requirements of the certificate or degree program. The Petition to Graduate form is available to students within the [myWestHills](#) student portal, or in the counseling offices in Coalinga and Firebaugh. If using outside coursework (excluding California Virtual Campus - CVC courses), official academic records of college or equivalent work must be on file in the Admissions and Records Office at the time the petition to graduate is filed. Petitions to graduate are evaluated after grades are posted for the semester.

Students who have completed or enrolled in courses that meet the final requirements toward a certificate or degree should see a counselor. Students are advised to meet with a counselor two semesters before graduation to review their Student Educational Plan and complete an evaluation of their units to petition to graduate.

### Commencement Exercises

Students who wish to be awarded the Associate in Arts degree, Associate in Science degree, Associate in Arts for Transfer, Associate in Science for Transfer, or a Certificate of Achievement are strongly urged to participate in the commencement exercises held at the end of the spring semester.

### General Education Requirements: Philosophy Statement

General education introduces the content and methodology of major areas of knowledge. Its purpose is to encourage students to select a broad spectrum of classes. Students completing this program are able to demonstrate the following:

- General education is designed to introduce students to the variety of means through which people comprehend the modern world.
- General education introduces the content and methodology of the major areas of knowledge and provides an opportunity for students to develop intellectual skills, information technology facility, affective and creative capabilities, social attitudes, and an appreciation for cultural diversity.

Courses that fulfill general education requirements must fall into one of the content categories listed below:

**Area 1** — English Composition, Oral Communication, and Critical Thinking

**Area 2** — Mathematical Concepts and Quantitative Reasoning

**Area 3** — Arts and Humanities

**Area 4** — Social and Behavioral Sciences

**Area 5** — Natural Sciences

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**Area 6 — Ethnic Studies**

The associate degree is awarded to students who have successfully demonstrated that they have developed intellectual skills, information technology facility, affective and creative capabilities, social attitudes, and an appreciation for cultural diversity. In addition to these accomplishments, students graduating with an associate degree shall possess sufficient depth in some field of knowledge to contribute to lifetime interest and career pursuit. Majors or areas of emphasis that provide this depth are composed of a minimum of 18 units. Students completing this program demonstrate the following:

- The ability to think critically and communicate clearly and effectively both orally and in writing;
- Broad understanding of mathematics, science, social science, humanities, and the arts;
- Critical thinking skills for problem solving;
- Awareness of other cultures and times;
- Achieve insights gained through experience in thinking about ethical problems; and
- Develop the capacity for self-understanding, social awareness and responsibility as a participating member of society.

The Governing Board of West Hills Community College District shall confer the degree of Associate in Arts or Associate in Science upon a student who has demonstrated competence in reading, in written expression, and in mathematics, and who has satisfactorily completed at least 60 semester units of college work. Course work requirements must be fulfilled in a curriculum accepted toward the degree by Coalinga College as shown in the catalog.

An associate degree program can be planned to meet a variety of goals. It is important to keep the following information in mind in planning a program of study.

**Specific Career Program or Major**

Generally, students who pursue a specific career program or major do not intend to transfer to a four-year university. However, some transfer students prefer to complete as many specific career and/or major courses as they can as part of their associate degree program.

This associate degree program requires:

(a) District governing boards shall confer the associate degree upon students who have fulfilled the course requirements of section 55061, and who have met the following conditions:

(1) Satisfactory completion of at least 12 semester units (18 quarter units) in residence within the college district.

Governing boards shall adopt policies that permit students to obtain waivers of this requirement in order to alleviate injustice and undue hardship.

(2) Satisfactory completion of each course counted toward the major or area of emphasis requirement with a grade of “C” or better, or of “P” if the course is taken on a “pass-no pass” basis;

(3) Completion of a minimum 21 semester units (or 28 - 31.5 quarter units) general education pattern pursuant to section 55061, or completion of the requirements for an approved intersegmental lower-division general education pattern used for transfer to the University of California or the California State University; and

(4) Completion of the requirements for the associate degree with a minimum cumulative grade point average of 2.0 in the degree-applicable courses. If units accumulated beyond those required for the degree lower a student's cumulative grade point average below 2.0, colleges may compute the grade point average based solely on those courses used to satisfy the degree requirements, provided that the coursework used to compute the grade point average fulfill all major/area of emphasis and general education requirements.

(b) Courses that meet or exceed the standards of the California Community Colleges completed at other institutionally accredited institutions shall be counted toward associate degree unit requirements.

(c) Courses may meet multiple requirements, including general education, a major or area of emphasis, and additional requirements stated in section 55061 when courses are locally approved to meet multiple requirements. However, one course may not be counted in more than one general education area, even if the course is approved in multiple general education areas. Students may use the same course to meet a local general education requirement and to satisfy a general education requirement at the California State University or the University of California if that segment accepts the course for this purpose.

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(d) Students may receive credit for knowledge or skills acquired through a district's procedures for awarding credit for prior learning.

(e) Students who have been awarded a bachelor's degree from an institutionally accredited institution shall be deemed to have fulfilled the general education course requirements for the associate degree.

(f) The governing board of each community college district shall establish procedures by which a student may petition to have completion of a noncredit course counted toward satisfaction of the requirements for an associate degree.

(g) Students who intend to transfer shall be advised of limitations transfer institutions may place on the transferability of credits, based on institutional accreditation, course modality, and any other relevant factors.

## Associate Degree Requirements

### I. Major Requirements

At least 18 semester units of study taken in a single discipline or related disciplines.

### II. General Education Requirements

#### Area 1. English Composition, Oral Communication, and Critical Thinking (6 units)

1. English Composition (3 units)
  - \_\_\_ English C1000
  - \_\_\_ English as a Second Language 001
2. Oral Communication and Critical Thinking (3 units)
  - \_\_\_ Art 002, 003
  - \_\_\_ Communication C1000, 003, 004
  - \_\_\_ Education 005
  - \_\_\_ English C1001
  - \_\_\_ Philosophy 001, 002, 003
  - \_\_\_ Sociology 002

#### Area 2. Mathematical Concepts and Quantitative Reasoning (3 units)

- \_\_\_ Math 001A, 001B, 002A, 002B, 010A, 010B, 016, 017, 039, 045
- \_\_\_ Statistics C1000

#### Area 3. Arts and Humanities (3 units)

- \_\_\_ Art 002, 003 005A, 013A, 015A, C1100, C1200, 042
- \_\_\_ American Sign Language 001, 002
- \_\_\_ Communication 002
- \_\_\_ English C1002, 006, 007, 008, 025
- \_\_\_ Foreign Language Spanish 011, 012, 051, 052, 054
- \_\_\_ Geography 003
- \_\_\_ History 004A, 004B, C1001, C1002, 020, 021
- \_\_\_ Humanities 001, 022, 032
- \_\_\_ Linguistics 011
- \_\_\_ Music 042
- \_\_\_ Philosophy 001, 002, 003
- \_\_\_ Political Science 005
- \_\_\_ Spanish 001, 002, 003, 004

#### Area 4. Social and Behavioral Sciences (3 units)

- \_\_\_ Administration of Justice 001
  - \_\_\_ Agriculture Business 040
  - \_\_\_ Child Development 002, 005, 006, 010
  - \_\_\_ Communication 005, 006
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- \_\_\_ Economics C2001, C2002
- \_\_\_ Ethnic Studies 001
- \_\_\_ Geography 002, 003, 005, 016, 018
- \_\_\_ Health Science 040, 045, 048
- \_\_\_ History 004A, 004B, C1001, C1002, 020, 021, 032, 044
- \_\_\_ Linguistics 011
- \_\_\_ Political Science C1000, 002, 004, 005, 010, 020
- \_\_\_ Psychiatric Technician 060, 070
- \_\_\_ Psychology C1000, 002, 003, 004, 006
- \_\_\_ Sociology 001, 002, 003, 005
- \_\_\_ Social Work 020

### **Area 5. Natural Sciences (3 Units)**

- \_\_\_ Biology 001A, 001B, 010, 015, 032, 035, 038
- \_\_\_ Chemistry 001A, 001B, 002A, 002B, 012A, 012B
- \_\_\_ Crop Science 001, 002
- \_\_\_ Earth Science 002
- \_\_\_ Geography 001
- \_\_\_ Geology 001, 003
- \_\_\_ Physical Science 002
- \_\_\_ Physics 002A, 002B, 004A, 004B, 004C
- \_\_\_ Soil Science 021

### **Area 6. Ethnic Studies (3 Units)**

- \_\_\_ Ethnic Studies 001

\*Beginning Fall 2025, please see the Common Course Numbering (CCN) list for former course numbers. [West Hills Community College District Common Course Numbering \(CCN\)](#)

## **III. Electives**

Elective courses must be completed to reach the total of 60 units required for an associate degree.

## **IV. Grade Point Average**

A student must maintain an overall 2.0 grade point average and have no grade lower than a “C” in any major requirement courses.

## **V. Petition to Graduate**

A student must submit a petition to graduate through the Student Portal to formally apply for Graduation. By petitioning, a student will receive important information regarding diplomas and graduation ceremonies.

*NOTE: While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes.*

## **Associate Degree for Transfer Requirements (AA-T, AS-T)**

The Associate in Arts (AA-T) and Associate in Science (AS-T) for Transfer Degrees are intended for students who plan to complete a bachelor’s degree in an approved field of study in the California State University (CSU) system. Students completing the AA-T or AS-T degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that accepts this degree will be required to complete no more than 60 units after transfer to earn a bachelor’s degree. Student must complete 60.0 transferable units which include fulfilling the California General Education Transfer Curriculum (Cal-GETC) pattern, all listed major course requirements with a C or better and earn a minimum grade point average of 2.0.

## **Additional Associate Degree**

Students desiring a further associate degree after completing all requirements for either the Associate Arts or the Associate Science degree may qualify for another degree by:

- Completing all requirements for the additional major.
- Completing necessary application forms for the degree.
- A minimum of 12 units for the additional degree must be completed in residence.

## **Certificate of Achievement Programs**

Certificate of achievement programs are designed to give the student a concentration of skill courses adequate to provide immediate employment capability in a specialized field. The course content and course patterns have been developed after considerable study of industry and employer requirements and are approved at the state level. The advice and recommendations of several lay advisory councils and information obtained in occupational surveys were utilized in the development of these programs. Certificates of achievement require 18 units or more of degree-applicable credit coursework as defined in the college catalog, grades of C or higher, and a minimum of 12 semester units completed from West Hills College.

The courses required for a certificate of achievement are found in the college catalog under that major. Certificates of achievement are noted on the academic transcript of record.

## **Local Certificate Programs**

- Local certificate programs are designed to prepare students to be job ready by satisfying industry needs of local employers. Local certificates are not noted on the academic record of record.
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