
GRADUATION AND TRANSFER REQUIREMENTS



The Board of Governors of the California Community Colleges has authorized the Los Angeles Community College District Board of Trustees to confer the degrees of Associate in Arts and Associate in Science.

The awarding of an Associate Degree symbolizes a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain 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 in the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in considering ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, the student should possess sufficient depth in some field of knowledge to contribute to a lifetime interest.

Unit Requirement – at least 60 units of course credit in a selected curriculum. One credit hour of community college work is approximately three hours of recitation, study, or laboratory work per week throughout a term of 16 weeks.
Scholarship Requirement – A 2.0 GPA or better in all work attempted in the curriculum upon which the degree is based.

Residence Requirement – Completion of at least 12 units of course work in residence and attendance at the College during the semester in which the graduation requirements are completed. Exceptions may be made under special circumstances.

Course Requirements –The Graduation Plan is outlined in the West Los Angeles College General Education Requirements worksheet and a list of majors can be found at the end of the “Academics” section.

ENGLISH AND MATH COMPETENCY REQUIREMENTS

LACCD Administrative Regulation E-79

Continuing students with catalog rights from prior to fall 2019 who place into any transfer-level math course have met math competency for all AA/AS degrees. Students admitted fall 2019 or later may meet competency by verifying earning a grade of C- or higher in Algebra 2 or equivalent or higher at a US regionally accredited high school or college, or through other means as defined below.

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- I. The competency requirements for the Associate of Arts (AA) and Associate of Science (AS) Degrees are met by the following criteria.

Mathematics Competency

The competency requirement in mathematics for the Associate Degree may be met by completion of any of the following:

- 1) Verification of passing with a grade of C or P or higher any course from a California Community College with a California Community College Chancellor's Office (CCCCO) Course Basic (CB) Code of "One Level Below Transfer" or higher with a TOP code beginning with 17, or
- 2) Verification of passing with a grade of C- or higher a mathematics course at or above the level of the course typically known as Intermediate Algebra or the equivalent from any United States regionally accredited secondary or post-secondary institution.
- 3) Verification of passing with a grade of C or P or higher a California Community College course that meets the California State University General Education Breadth (CSUGE Breadth) requirement in Area B4: Mathematics/Quantitative Reasoning and/or the Intersegmental General Education Transfer Curriculum (IGETC) in Area 2A: Mathematical Concepts and Quantitative Reasoning.
- 4) Achieving a satisfactory score (using a DAS-approved scoring-method) on a DAS-approved District Mathematics Competency Examination.
- 5) Achieving a satisfactory score on an external examination (such as, but not limited to an Advanced Placement Exam) as specified in LACCD Administrative Regulations.

Written Expression Competency

The competency requirement in written expression for the Associate Degree may be met by completion of any of the following:

- 1) Verification of passing with a grade of C or P or higher Freshman Composition from any California Community College or the equivalent from any United States regionally accredited institution with a grade of C- or higher.
- 2) Verification of passing with a grade of C or P or higher a California Community College course that meets the California State University General Education Breadth (CSUGE Breadth) requirement

in Area A2: Written Communication and/or the Intersegmental General Education Transfer Curriculum (IGETC) in Area 1A: English Composition.

- 3) Achieving a satisfactory score on an external examination (such as, but not limited to an Advanced Placement Exam) as specified in LACCD Administrative Regulations.

II. The District Curriculum Committee shall establish whether a course meets the competency requirement as established in this administrative regulation.

CATALOG RIGHTS

Students who maintain continuous catalog rights (as defined in Board Rule 6203) may satisfy competency according to the requirements stated in college catalogs pursuant to relevant Board Rules and Administrative Regulations from the first term under those rights until the term all graduation requirements have been met or any intervening term.

REQUIREMENTS FOR A SECOND ASSOCIATE OF ARTS OR ASSOCIATE OF SCIENCE DEGREE

A student who contemplates acquiring a second associate degree should discuss this matter with a counselor to determine whether the student's goal would better be met by either a baccalaureate degree or occupational certificate, or whether acquisition of a second associate degree meets a bona fide occupational requirement.

TRANSFER REQUIREMENTS

(See also Associate Degrees for Transfer)

Students who plan to earn a bachelor's degree should take a pattern of courses designed to complete the lower-division preparation for their major and the general education pattern of the college to which they will transfer.

Students also have the option of choosing to follow the Intersegmental General Education Transfer Curriculum (IGETC) for CSU or UC campuses, or the CSU certification requirements which will enable them to complete their lower-division general education courses at West Los Angeles College. West Los Angeles College can provide lower-division preparation for various majors at most California public and private four-year institutions.

For the purposes of classification, students who are paralleling the work of four-year colleges and universities are deemed to be “transfer students.”

Two principal kinds of requirements must be met in order to attain full junior standing at the University of California or other institutions maintaining equivalent standards to which students expect to transfer:

1. Completion of the specific requirement for junior standing in the proposed college or university; or
2. Completion of the lower-division prerequisites for upper division majors and minors. Prerequisites vary according to the institution of higher education in which students expect to enroll.

NOTE: Students expecting to transfer to four-year institutions should visit the Transfer Center and consult the catalogs of transfer institutions regarding specific requirements for upper-division standing.

STUDENT RESPONSIBILITY FOR MEETING TRANSFER REQUIREMENTS

Students are strongly advised to gather as much information as possible about their chosen transfer college or university. The Transfer Center will assist students with the transfer process, including appropriate course selection and information regarding the admission process and requirements. However, it is up to each individual student—working with a counselor—to decide upon an educational goal, to take responsibility for devising a long-range educational plan to achieve this goal, to read the catalog of his or her chosen transfer institution, and then to choose the appropriate West Los Angeles College courses to satisfy the requirements for transfer to that college or university.

Courses Which May Be Used in IGETC or CSU plans:

1. Courses that are required for the major may also be used for general education.
2. A course found in more than one area may be counted only once.
3. Courses taken at other California Community Colleges are counted only in the area(s) where they are listed at that college.
4. Courses taken at a foreign institution may not be used on the UC/CSU Certified Plan.
5. Courses required for the major must be completed with a grade of “C” or higher.

CALIFORNIA STATE UNIVERSITY (CSU) CERTIFICATION OF GENERAL EDUCATION REQUIREMENTS

Under agreement with the California State University system, West Los Angeles College can certify up to 39 units toward the general education requirements for a baccalaureate degree at any one of the campuses in the State University system. Under this certification process, the receiving college will accept the units certified toward completion of the general education requirements as the institution prescribes them. The college to which the student transfers would agree neither to reduce this number nor to question the units certified. It is important for the student to follow the required patterns as listed below and to take courses in as many different areas as possible. Students planning to transfer should consult with a counselor concerning these general education requirements as soon as they have determined the college they wish to attend, as the requirements are periodically revised.

NOTE: Every community college may apply its courses differently even if the course has the same title and number. See a counselor, particularly if taking courses elsewhere in the Los Angeles Community College District (LACCD). Areas A1, A2, A3 and B4 must be completed with a grade of “C-” or better before transfer to a CSU. Please refer to the California State University (CSU) worksheet at the end of this section.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program that community college transfer students may use to fulfill lower-division general education requirements in either the UC or the CSU system without the need, after transfer, to take additional lower-division general education courses. The IGETC pattern is most useful for students who want to keep their options open before making a final decision about transferring to a particular UC or CSU campus. Completion of IGETC does NOT guarantee admission, nor is it required for admission.

Students may be better served by taking courses that fulfill the CSU General Education-Breadth requirements or the requirements of the UC campus or other college to which they plan to transfer. Students pursuing majors that require extensive lower-division major preparation may not find the IGETC option to be advantageous. Engineering, Architecture, and Liberal Studies are examples of those majors. UC San

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Diego Colleges of Roosevelt and Revelle, UC Berkeley Haas School of Business and College of Environmental Design (Architecture & Landscape Architecture majors) will not accept the IGETC. Schools of Engineering do not generally recommend the IGETC. Before selecting any courses, please see a counselor for assistance in planning your program.

GPA Requirement

IGETC courses must be completed with a grade of C (2.0) or higher. A "Credit" or "Pass" that is defined by institutional policy as being equivalent to a grade of C (2.0) or higher may be applied to meet IGETC requirements.

Use of AP Exams

IGETC course credit may be earned for scores of 3, 4 or 5 on Advanced Placement (AP) exams that the community college faculty recognize as equivalent to its IGETC-approved courses. An acceptable score on an English AP exam may be used to meet the English Composition requirement, not the Critical Thinking/ English Composition requirement.

Proficiency in a Language Other Than English

Students may demonstrate proficiency for the purpose of fulfilling the Language Other Than English IGETC requirement in one of the following ways:

- Complete two years of high school coursework in one language other than English with a grade of C or better. Student must provide official transcripts from High School.
- Complete a course at a college or university with a grade of C or better in each course. Refer to IGETC Area 6 for courses.
- Achieve a satisfactory score on the SAT Subject Test in languages other than English. If the test was taken before May 1995, the first score is the minimum; if the test was taken after May 1995, use the second score.
 - Chinese with Listening: not offered before 1995/520
 - French/French with Listening: 500/540
 - German/German with Listening: 500/510
 - Hebrew (Modern): 500/470
 - Italian: 500/520
 - Japanese with Listening: 500/510
 - Korean/Korean with Listening: not offered before 1995/500
 - Latin: 500/530
 - Spanish/Spanish with Listening: 500/520
- Achieve a score of 3, 4 or 5 on a College Board Advanced Placement (AP) Examination in a language other than English.

- Achieve a score of 5 or higher on an International Baccalaureate (IB) Higher Level Examination in a language other than English.
- Satisfactorily complete a proficiency test administered by a community college, university or other college in a language other than English. The test must assess the student proficiency at a level equivalent to at least two years of high school language.
- Complete, with grades of C or better, two years of formal schooling at the sixth-grade level or higher in an institution where the language of instruction is not English. If secondary school was completed in a non-English-speaking country and the language of instruction of the secondary school was not English, language other than English proficiency can be certified for IGETC without further evaluation. The student must present appropriate documentation of attendance at the secondary school.
- Earn a passing grade on the international A level or O level exam in a language other than English.
- If an appropriate achievement test is not available to assert a student's proficiency in a language other than English, a faculty member associated with a California community college can verify competency. The college must provide a document on letterhead asserting that the student proficiency in the language is equivalent to two years of high school study.

IGETC Considerations

Students with a substantial amount of coursework from institutions outside the United States should consult with a West Los Angeles College counselor to determine whether they should complete IGETC or the lower-division breadth/general education requirements at the campus they plan to attend.

Foreign coursework from non-US regionally accredited institutions may not be used.

In addition, some colleges or majors prefer that transfer students follow a more prescribed lower-division curriculum.

Certification

Certification guarantees that no additional lower-division general education courses can be imposed on a student as a condition of graduation. "Certified" community college students are deemed to have satisfied the lower-division general education requirements of their chosen transfer institution. "Uncertified" UC and CSU transfer students will have their

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transfer coursework applied to the graduation requirements of their new UC or CSU campus, but will find that they must complete lower division, general education units than are required of a “certified” transfer. For this reason, “fully certified” transfer is strongly recommended.

Courses completed at a California Community College will be applied to the subject area in which they were listed by the institution where the work was completed. Coursework from other United States regionally accredited institutions may be used on IGETC OR CSU G.E. Coursework must be evaluated by a counselor.

Requirements should be completed and certified prior to transfer. West Los Angeles College will verify that the student has completed the IGETC requirements prior to transfer to the UC or CSU system. It is the student’s responsibility to request IGETC or CSU G.E certification during the last semester of attendance.

Partial certification is defined as completing all but two (2) courses on the IGETC pattern. The student petitions for certification and either the complete or partial certification is sent by the CCC to the UC or CSU. Each UC or CSU campus will inform a student that has submitted a partial certified IGETC of the specific timelines and courses needed to complete the IGETC. The UC or CSU is responsible for verifying that the missing IGETC course(s) has been completed.

Warning: Students need Area 1 and 2 completed to meet minimum transfer admission requirements. Therefore, partial certification that acknowledges a deficiency in Area 1 and/or 2 may also indicate a student does not meet minimum transfer requirements.

IGETC Certification

All IGETC coursework **MUST** be completed before a student’s transfer to receive complete IGETC Certification. Students may be partially certified under the IGETC pattern if they are missing no more than two courses from the IGETC pattern.

CSU Certification

The California State University (CSU) system will extend Full Certification to students who have completed all sections of the CSU General Education Pattern. Partial Certification is awarded for completion of any of the five general education subsections. CSU Certification should be requested during your last semester.