

Graduation Requirements for the Associate Degree

West Valley College will confer the Associate of Arts or Associate of Science degree upon a student who successfully completes the requirements listed below and has filed a petition in the Records Office by deadline dates printed in the current Schedule of Classes. A student who has remained in continuous attendance and enrolled in at least one course per academic year may elect to meet the degree requirements in effect at any time during the student's period of continuous attendance. The associate degree may be sought as either a final educational goal or a major step toward a baccalaureate degree elsewhere. Associate degree general education and proficiency requirements will be waived for students who have previously completed a baccalaureate degree at an accredited institution. For many students, the successful completion of the A.S. degree will result in preparation to enter an occupation.

I. Associate of Arts and Associate of Science Degrees

- A. Complete a minimum of 60 passing units of college work, 12 of which must be in residence. A maximum of 20 "CR" units may be applied toward the completion of the associate degree (see Grading Systems).
- B. Achieve a "C" (2.00) grade point average in 60 units of work reflected on all college transcripts submitted for graduation.
- C. Fulfill a major. Degrees are offered only in majors listed in the college catalog upon completion of all the major requirements.
- D. Grades of "C" or better are required for all courses used to satisfy major requirements for the Associate degree.
- E. Proficiency in reading, writing, mathematics and information competency is required for graduation with either associate degree.
 1. Reading
A grade equivalency score of at least 12th grade level on a standardized test or a grade of C or better in Read 053, Speed and Critical Reading, or the completion with a grade of C or better in a California State University transferable 3 unit reading course taken at an accredited college or university that is substantially equivalent to Read 053.
 2. Writing
Completion of the English composition requirements with a C or better.
 3. Mathematics

A grade of C or better in Math 104, 105, 106, 106R, 107 or 000G, or higher, or completion of comparable high school courses with a grade of C or better.

4. Information Competency
A grade of C or better in LIBR 004. Effective July 1, 2005, any student who is a candidate for an associate degree will be required to demonstrate proficiency in information competency. Students who intend to complete an associate degree are advised to discuss the proficiency requirements with a College counselor.

II. Minimum Requirements: 25 units

- A. Language and Rationality
 1. English Composition (written composition) (3)
 2. Communication and Analytical Thinking (3)
- B. Natural Sciences (3)
- C. Humanities (3)
- D. Social and Behavioral Sciences (3-6)
- E. Lifelong Understanding and Development (3) or select three (3) units from areas A, B, C, or D that are not part of the student's major.
- F. Intercultural Studies (3)
- G. Physical Education Activity (1)

General Education Requirements

A. LANGUAGE AND RATIONALITY

- A minimum of six (6) semester units.
A minimum of three (3) semester units is required in Engl 001A and a minimum of three (3) semester units in communication and analytical thinking courses:
CIS 002, 004A, 04A1
Comm 001, 001 (Honors), 010, 010 (Honors), 020, 020 (Honors)
Engr 021
Engl 001B, 001C, 001C (Honors)
Mathematics 103/103R, 104, 105, 106/106R, 107, 000D, 000G, 001, 002, 003A, 003B, 004A, 004B, 004C, 008, 008 (Honors) 010, 010 (Honors), 012, 014, 018, 018 (Honors)
Pkmgt 016A
Phil 002, 003, 009, 017
Read 053

B. NATURAL SCIENCES

- A minimum of three (3) semester units to include inquiry into the physical universe and its life forms.
Anthr 001
Astro 001, 002, 010, 010L, 011, 011L, 014
Bio 010, 011, 011 (Honors), 012, 013, 014, 015, 018, 021 (Honors), 022, 024, 034, 035, 036, 041, 042, 043, 045, 046, 047, 048, 050
Chem 001A, 001B, 002, 010, 030A, 030B
Geog 001
Geol 001A, 001A (Honors) 001B, 002B, 003B, 005, 010, 015, 020
HTech 04
NS 001, 015
Ocean 001, 010
Pkmgt 014
Psci 010, 020, 030
Phys 001, 002AB, 004A,B,C, 010
Psych 002, 002 (Honors), 007

C. HUMANITIES

- A minimum of three (3) semester units which cultivate the intellect, imagination, sensibility and sensitivity.
Art 001A, 001A (Honors), 001B, 001B (Honors), 001D, 001D (Honors) 004, 004 (Honors) 007, 010, 012A, 012B, 031A, 031B, 031C, 033A, 033C, 035A, 035B, 035C, 035D, 036, 037, 038, 039A, 039B, 047A, 047B, 047C, 047D, 049A, 049B, 049D, 052, 054, 065A, 065B, 067A, 067B, 075A, 075B, 075C, 075D, 085A, 085B, 088A, 088B
Chin 050A
Engl 002 (Honors), 005A, 005B, 006A, 006B, 006A, 006B (Honors) 007A, 007B, 010, 012, 013, 016, 018, 041, 043, 043 (Honors), 044, 046, 047, 048, 049, 049 (Honors) 070A, 070B
FD 032
Frnc 001A, 001B, 002A, 002B, 030A, 050A, 051B, 062
Germ 001A, 001B, 002A, 002B, 050A, 050B, 051A, 051B
Greek 050A
Human 001A, 001A (Honors), 001B, 001B (Honors), 002, 005
Ital 001A, 001B, 002A, 002B, 050A, 051A, 051B
Jpns 001A, 001B, 002A, 002B, 050A, 050B, 051A, 051B
Latin 050A
Music 001, 002, 003A, 004A, 004B, 005, 009, 010, 011, 020, 022, 027, 030A, 030B, 031A, 031B, 032A, 032B, 033A, 033B, 034, 035, 036, 040, 041, 042, 043A, 043B, 048, 049, 051, 053, 054, 060, 061, 063A, 063B
Phil 001, 003, 004, 004 (Honors) 005, 006, 008, 008 (Honors), 012, 022
Photo 001, 001L, 002, 002L, 020A, 020B, 021A, 021B, 030, 045A, 045B, 045C, 070, 071, 072, 073, 074, 075
PE 3.1-3.24
PE Th 050
Russ 001A, 001B, 050A, 050B
SL 060A, 060B
Span 001A, 001B, 002A, 002B, 003A, 003B, 050A, 050B, 051A, 051B
Thear 001, 002A, 003A, 003B, 004, 005A, 005B, 006A, 006B, 007A, 007B, 007C, 008A, 008B, 010, 010 (Honors) 014A, 014B, 014C, 015, 015 (Honors) 016A, 016B, 017A, 017B, 018A, 018B, 019A, 020, 021A, 021B, 022B, 022C, 030, 033A, 033B, 035A, 035B, 040A, 040B, 041A, 041B, 042, 044A, 044B, 047A, 047B, 060-072
WS 002

D. SOCIAL SCIENCE

- Series 1: Social and Behavioral Sciences:**
A minimum of three (3) semester units dealing with human, social, psychological, political, and economic institutions and behavior and their historical background, selected from among the following:
AJ 001
Anthr 002, 003, 003 (Honors), 004
Econ 001A, 001B, 001A, 001B (Honors)
Geog 002, 002 (Honors)
Hist 004B, 004B (Honors), 008B, 012, 014, 016, 020
Polit 002, 003, 003 (Honors), 004
Psych 001
Soc 001

Series 2: American History and Institutions

Complete the American History and Institutions requirement for the California State University OR complete three (3) semester units with a credit or a grade of C or better in one of the following:

Hist 017B, 017B (Honors)

Polit 001, 001 (Honors)

If history is used to fulfill the Series 2 requirement, a course from a discipline other than history must be used to satisfy the Series 1 requirement. If political science is used to fulfill the Series 2 requirement, a course from a discipline other than political science must be used to satisfy the Series 1 requirement.

E. LIFELONG UNDERSTANDING AND DEVELOPMENT

Option 1: Three (3) units from Area A, B, C or D, which are not part of the student's major.

Option 2: Three (3) units from courses listed below which cultivate self-understanding and development of the student as an integrated individual capable of coping with life in our modern society, assist students to acquire the skills necessary to adapt to change, gain self-understanding, and set achievable goals, and which include consideration of such matters as cognitive, affective and psychomotor development, health, stress management, and key relationships of human beings to their social and physical environment.

Bus 061

Ca 017

Chs 053

Comm 004, 008, 017, 018, 025

Couns 005, 012, 012A, 012B, 012C, 024,

024A, 024B, 024C, 024D, 025

Fd 027

H Ed 007, 008, 010, 012, 013

Is 004, 009A

Lead 020A, 020B, 030A

Ls 001

Libr 004

PE Th 042

Psych 012, 025, 030

F. CULTURAL DIVERSITY

A minimum of three (3) semester units to prepare students to work effectively and live harmoniously in a pluralistic society, acknowledge the experience, scholarship and accomplishments of the many cultures in our society, promote and foster a sense of inquiry about cultural diversity, and meet the needs of the culturally diverse student population. A course used to fulfill this requirement may not be used to fulfill another associate degree general education requirement. (Double counting is not permitted.)

CHS 005

Comm 012

Couns 050

Engl 012, 013, 018, 046, 046 (Honors)

Hist 003

Phil 016, 021

PE.Th 051, 051 (Honors)

Polit 005

Psych 009

Soc 020

WS 001

G. PHYSICAL EDUCATION ACTIVITY

A one (1) semester unit activity course in physical education (P.E. 1-11.02) is required to receive an Associate Degree. A course used to fulfill this requirement cannot be used to fulfill another associate degree requirement. (Double counting is not permitted.)

Catalog Rights for Degree

Consideration

Students who maintain continuous enrollment, meaning they attended at least one semester or summer session during the academic year may choose to graduate under the catalog in effect at the time they first enrolled at West Valley College or any catalog up to the time of graduation. Students who are considered returning students, meaning those who drop out for a year or more before returning to college, must follow the catalog requirements in effect at the time of re-enrollment.

Please note that certification of a student's CSU general education or IGETC requirements are not graduation requirements, and thus are not governed by catalog rights. Students requesting GE certification may use courses taken at any given time and at any accredited institution so long as they appeared on the general education list at the time they were completed.

Second Associate Degree

Students may earn a second Associate Degree which recognizes the previously completed general education and major requirements of the first degree. However, major requirements for the second degree must be completed within five years of the awarding of the first Associate Degree.

For continuing students, the general education and major requirements for the second degree are those listed in the College Catalog for the academic year in which the student first takes courses for the first degree or any subsequent catalog thereafter. For returning students, the requirements are those listed in the College Catalog for the year in which the student returns or any subsequent catalog thereafter.

Students must complete all units required for the second degree. If fewer than 15 units are needed, additional units to total a minimum of 15 units must be completed in an area related to the major.

Double Major

Students may earn a double major, and the requirements for the double major shall be those major requirements listed in the College Catalog for the academic year in which the student begins the course work for the second major.

Graduation Proficiency Requirement

Effective July 1, 1983, any student who is a candidate for an associate degree will be required to demonstrate proficiency in reading, writing and mathematics. Effective July 1, 2005, any student who is a candidate for an associate degree will be required to demonstrate proficiency in information competency. Students who intend to complete an associate degree are advised to discuss the proficiency requirements with a College counselor.

Credit for Advanced Placement Tests

You may fulfill part of your degree requirements with credit allowed for the College Entrance Examination Board Advanced Placement Tests with scores of 3, 4, or 5. The Subject Area, Units Granted, and West Valley College Course Equivalents listed on page 11. It is the student's responsibility to check with other institutions to determine the acceptability of any credit earned by examination. Students must apply for advanced placement credit through the Records Office.

Credit by Examination

NOTE: Units granted by examination may be subject to fees. Check with the Records Office.

Credit by examination is available for many courses to encourage self study and to permit students to pursue programs at an accelerated rate. The following conditions must be met:

1. Each department will designate which courses within the department are available for credit by examination.
2. The student must be enrolled at West Valley College.
3. No more than twelve (12) semester units can be earned through challenged courses.
4. A student may take an examination only once and the grade received on the examination will be recorded on the permanent record of the student.
5. Each course for which credit is granted by examination will be so annotated on the student's permanent record.
6. The units earned through such examination shall not count toward the minimum 12 semester hours of credit in residence required for earning an associate degree.
7. Examinations can only be given when an instructor is available.

A student wishing to challenge a course for credit by examination must be enrolled for the term they are requesting the credit but not enrolled in the class they will take an exam for. They must file an application with the Records Office.

The application will be forwarded to the appropriate instructional area and if approval is granted, the student will be notified of the time of the examination.

The instructional area in which the examination occurs will directly inform the Records Office of the grade earned on the examination.

College Level Examination Program (CLEP)

West Valley College accepts selected CLEP scores for credit upon the receipt of official results from the College Board. Credit for some general and subject area examinations may be applied toward Associate Degree GE and major requirements for officially enrolled students. Credit is awarded at the discretion of each academic department with no credit awarded by History and Political Science Department. For more specific applicability of CLEP scores, contact Admissions and Records.

Students are advised that if they transfer to another college or university, CLEP scores may not be recognized for credit by that institution. At this time, the University of California system does not accept CLEP examinations, and the CSU institutions set individual campus policies. Note that CLEP examinations may not be used to certify CSU GE or IGETC subject requirements. Students are advised to contact a WV academic counselor or check college catalogs for other schools' CLEP policies.

West Valley College Advanced Placement Program

West Valley College will grant college credit toward an AA/AS degree to students who earn scores of 3, 4, or 5 on advanced placement examinations given by the College Entrance Examination Board (CEEB).

To receive credit, students must send an official copy of the AP results to West Valley for evaluation. To use AP results for completion of GE areas for transfer using either the CSU GE or IGETC pattern, students must request GE Certification from West Valley upon transfer. In addition, to determine how AP credits will be used at the four-year school for major preparation, please consult the catalog of the transfer school or see a West Valley College counselor. Duplicate credit will not be granted to students who have AP scores and take the equivalent college course at West Valley.

The list below shows how Advanced Placement credit is awarded at West Valley College. Also included are how AP subject exams are used for both the CSU general education pattern and IGETC.

AP SUBJECT EXAM	WVC CREDIT	CSU GE* CREDIT	IGETC* CREDIT
Art-Drawing	Art 31A 3 units	---	---
Art-General	Art 33A 3 units	---	---
Art-History	Art 1A and 1B 6 units	3 units in Area C1	3 units in Area 3
Biology	Bio 10 4 units	3 units in Area B2 (Lab units ARE NOT awarded)	4 units in Area 5 (Lab units ARE awarded)
Chemistry (score 4 or 5)	Chem 1A 5 units	6 units in Areas B1 and B3	5 units in Area 5
Computer Science-A	CIS 4A/4A.1 4 units	---	---
Computer Science-B	CIS 4B/4B.1 4 units	---	---
Economics-Macro	Econ 1A 3 units	3 units in Area D2	3 units in Area 4
Engl Lang/Comp	Engl 1A 3 units	3 units in Area A2	3 units in Area 1: Group A
Engl Lit/Comp	Engl 1A+ 3 units toward Area C of WVC GE 6 units	6 units in Areas A2 and C2	3 units in Area 1: Group A
European History	Hist 4B 3 units	3 units in Area D6	3 units in Area 3
French-Lang French-Lit	French 2A 5 units French 2B 5 units	6 units in Area C2 for each exam	5 units in Area 3 for each exam; also validates Foreign Language Proficiency
German Lang	Germ 2A 5 units	6 units in Area C2	5 units in Area 3 for each exam; also validates Foreign Language Proficiency
U.S. History	No course equiv. 6 units (Clears U.S. History and Constitutions Req. for WVC)	3 units in Area D6	---
Math Calc-AB	Math 3A 5 units	3 units in Area B4	5 units in Area 2
Math Calc-BC (score of 3)	Math 3A 5 units	3 units in Area B4	5 units in Area 2
Math Calc-BC (score of 4 or 5)	Math 3A+3B 10 units	3 units in Area B4 (note unit limitation)	5 units in Area 2 (note unit limitation)
Govt & Pol-US	Polit 1 3 units	3 units in Area D8	3 units in Area 4
Physics-B	Phys 2A 5 units	6 units in Areas B1 and B3	5 units in Area 5
Physics-C	Phys 4A+4B 10 units	3 units in Areas B1 and B3 (note unit limitation)	5 units in Area 5 (note unit limitation)
Psychology	Psych 1 3 units	3 units in Area D9	3 units in Area 4
Spanish-Lang Spanish-Lit	Span 2A 5 units Span 2B 5 units	6 units in Area C2 for each exam	5 units in Area 3 for each exam; also validates Foreign Language Proficiency
Statistics	Math 10 3 units	3 units in Area B4	3 units in Area 2

*UC and CSU limitations may apply. Be aware that transfer of credit (UC and CSU) based on AP Exams may differ from the units allowed for transfer general education. Also note a maximum of one course per AP exam can be cleared when used on the IGETC pattern.

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Military Credit

If a student has had a minimum of 90 days of military active duty in the armed forces, as evidenced by official discharge papers (DD form 214), he or she may be entitled to credit toward a degree.

Such credit must be requested on a Petition for Military Credit form available in the Records Office of the College and shall be determined on the basis of the "Guide to Evaluation of Education Experiences in the Armed Forces." This publication sets forth the amount of credit which may be granted the veteran, and any credit so earned is posted on the student's permanent record.

For any other advanced placement beyond the items listed above, the student is advised to consult a counselor.

Credit for Certified Professional Secretary Rating

Students who hold the Certified Professional Secretary (CPS) or the Certified Administrative Professional (CAP) rating and wish to receive 24 units of academic credit for it must meet the following criteria before applying:

1. The applicant must have successfully completed 12 units at West Valley College.
2. The applicant must hold the CPS rating either by having been certified or recertified within the last five years.
3. The score report on the national exam verifying successful completion of the test must be sent directly from the test sponsor to the Records Office at the college and must contain the applicant's name, test title, and test score.
4. The 24 units of credit may be granted only once.

Limitations

Students are cautioned that any credits obtained by any of the methods listed above, while accepted by West Valley College, may not be acceptable for credit by any other institution, public or private.

