

Graduation Requirements

Graduation Requirements for an Associate Degree

Allan Hancock College offers four types of associate degrees. In addition to the associate in arts (AA) and associate in science (AS) degrees, as of fall 2011, Allan Hancock College offers associate in arts for transfer (AA-T) and associate in science for transfer (AS-T) degrees. (See the section for Graduation Requirements for the Associate Degree for Transfer following this section).

AA and AS Degrees

The associate in arts (AA) degree is designed for the student desiring a lower-division preparation experience in order to transfer to a four-year public or private university or college. The associate in science (AS) degree is designed for the occupationally-oriented student and provides training within specific occupational areas. In some areas of study the associate in science (AS) degree **may** also provide lower-division preparation experience for transfer to a four-year university or college.

The associate in arts (AA) and associate in science (AS) degrees require the completion of all Allan Hancock College graduation requirements and specified major degree requirements. Students planning to transfer to a four-year institution and desire an associate degree (AA or AS), **but who are not** completing an associate degree for transfer (AA-T or AS-T) will also have to complete all the Allan Hancock College graduation requirements and specific major degree requirements. Transfer students should refer to the "Transfer Information" section in this catalog.

All students who desire the associate in arts (AA) or associate in science (AS) degree and have satisfied the graduation requirements listed below must apply for the appropriate associate degree even though they may be planning to transfer to a four-year institution.

NOTE: The deadline to apply for an associate degree is published on Allan Hancock College's website in the "At a Glance Class Schedule."

An associate in arts and/or associate in science degree will be awarded when the following requirements have been met:

1. **A MINIMUM OF 60 UNITS** have been completed satisfactorily. A maximum of 12 units of workshop and no more than 16 units of P graded courses can be applied toward an AA/AS degree. Only 100 and 300 level courses will apply to the AA or AS.
2. **A GRADE POINT AVERAGE OF 2.0** or better has been earned for all college work attempted.
3. **AN APPLICATION** has been filed in the Admissions and Records office by the published deadline.
4. **A MINIMUM OF 12 UNITS** toward the degree have been completed at Allan Hancock College (Title 5, Section 55063).
5. **A MINIMUM OF 2 COURSES IN HEALTH AND WELLNESS (3.5 Units)**

The purpose of the Health and Wellness graduation requirement is to promote awareness and understanding of the significance/importance of the lifelong-process of actively increasing the quality of one's decision making such that it leads towards a more positive, comprehensive state of well-being, beyond a state of merely being free from illness, injury, and/or disease. (Not required for Associate in Art for Transfer (AA-T) or Associate in Science for Transfer (AS-T) Degrees.)

Select one course from each of the following areas:

PHYSICAL ACTIVITY:

Dance (any activity course)

Physical Education (any activity course)

HEALTH EDUCATION or FIRST AID SAFETY:

Early Childhood Studies 102

Emergency Medical Services 102

Food, Science and Nutrition 109

Health Education 100

Human Services 126

Completion of the following academy and nursing courses will fulfill the Health and Wellness requirement:

Law Enforcement 320, Emergency Medical Services 301, Fire Technology 307, Nursing 103, 108, 318, 328 & 338.

Exemption is allowed for the physical activity area for a disability.

Students must file a "Request for Course Substitution or Waiver" form

6. **COMPETENCY IN READING, IN WRITTEN EXPRESSION, AND IN MATHEMATICS** has been demonstrated. Students will demonstrate competence in reading by completing the general education requirements (below). Students will demonstrate competence in written expression by completing English 100 (grade C or higher) or English 101 (grade C or higher).

NOTE: Students who plan to transfer to a four-year institution should demonstrate competence in written expression by completing English 101 rather than English 100.

Students will demonstrate competence in mathematics by meeting any one of the following standards:

A. Pass one of the following courses with a grade C or better:

any 100 - level math course of at least 3 units

Math 309, Math 321, or Math 331, (Note: these courses will no longer be offered after summer 2022).

B. Successful completion of Algebra 2 or higher at an accredited collegiate institution.

C. A score of 3 or higher on AP Statistics or any of the AP Calculus exams.

7. A MINIMUM OF THREE UNITS IN MULTICULTURAL/GENDER STUDIES have been completed. (Not required for Associate in Art for Transfer (AA-T) or Associate in Science for Transfer (AS-T) programs).

The purpose of the Multicultural/Gender Studies graduation requirement is to promote our students' awareness about, their understanding and appreciation of, and their respect for underrepresented groups and ethnic minorities. Courses that are designated as fulfilling this requirement are designed to help students link their personal experiences and their education to broader cultural perspectives, to expand their awareness of their own cultural heritage, and to encourage in them the skills of cultural competence which can foster the meaningful communication and connection needed in global heterogeneous societies.

Courses that meet all or part the Multicultural/Gender Studies Requirement:

Administration of Justice 105

Anthropology 102, 103, 105, 107

Art 101, 105, 106, 109, 170

Business 107, 141

Dance 101

Drama 103

Early Childhood Studies 116, 117, 123

Economics 141

English 105, 130, 131, 139, 140, 148

Ethnic Studies 107, 121

Family and Consumer Sciences 131

Fashion 104

Film 101, 102, 103, 107

Food Science and Nutrition 134

Geography 102, 103

Global Studies 101, 141

History 101, 102, 103, 120

Human Services 107, 113

Humanities 101, 102, 103

LGBT 101, 102

Music 104, 106

Philosophy 121

Political Science 104, 105

Sociology 101, 102, 110, 120, 122

Spanish 102, 103, 104, 105, 112

Speech 110

8. MAJOR: A MINIMUM of 18 UNITS has been completed in an AA or AS degree major.

See the degree sheets in Counseling or consult the appropriate page in this catalog for specific degree requirements. A grade of "C" or better or "P" grade if taken on a pass/no pass basis, is necessary in each course used to complete the major.

9. AHC GENERAL EDUCATION CATEGORIES: A MINIMUM OF 21 SEMESTER UNITS OF GENERAL EDUCATION have been completed, three units in each of the categories listed (Not required for Associate in Art for Transfer (AA-T) or Associate in Science for Transfer (AS-T) degrees.)

General education is a pattern of courses designed to develop in students a breadth of knowledge and allow students to gain command of subject areas and methods of inquiry that characterize the liberally educated person. Through general education, students expand their understanding of the physical world and the complex interrelationships of individuals and groups within their social environments; understand the modes of inquiry of the major disciplines; deepen appreciation of their artistic and cultural heritage, and become aware of other cultures and times; strengthen their ability to communicate, reason, and critically evaluate information both orally and in writing; acquire a positive attitude toward learning, and develop self-understanding. As a result, they are better able to recognize, understand, and act upon the complex personal, social, scientific, and political issues that confront them.

Students are permitted to use up to six (6) units to satisfy both GE and major requirements thus receiving subject credit in the major and having to select 18 or 15 units of general education from the five GE categories.

CATEGORY 1, NATURAL SCIENCES (3 units)

Students completing courses in this category will:

- understand and build upon complex issues and discover the connections and correlations among ideas to advance toward a valid independent conclusion.
- identify and analyze real or potential problems and develop, evaluate, and test possible solutions and hypothesis using the scientific method where appropriate.
- formulate ideas and concepts in addition to using those of others.
- use college-level mathematical concepts and methods, where appropriate, to understand, analyze, and explain issues in quantitative forms.
- apply their knowledge and skills to new and varied situations.

Agribusiness 102

Anthropology 101, 110 (when taken in conjunction with 101)

Astronomy 100

Biology 100, 120, 124, 132

Chemistry 110, 120

Food Science and Nutrition 110

Geography 101, 115

Geology 100, 111, 114, 131, 141

Physical Science 111, 112

Physics 100

CATEGORY 2, HUMAN INSTITUTIONS (6 units)

A. Social Science (3 units)

Students completing courses in this category will:

- understand and build upon complex issues and discover the connections and correlations among ideas to advance toward a valid independent conclusion.
- identify and analyze real or potential problems and develop, evaluate, and test possible solutions and hypotheses using the scientific method where appropriate.
- find and evaluate information by selection and using appropriate research methods and tools.
- develop individual responsibility, personal integrity, and respect for diverse people and culture.
- understand ethical issues that will enhance their capacity for making sound judgments and decisions.

Administration of Justice 101, 103

Anthropology 102, 103, 105, 107

Business 121, 141

Early Childhood Studies 100, 101

Economics 101, 102, 121, 141

English 105

Ethnic Studies 107

Geography 102, 103, 105

Global Studies 141

LGBT 101, 102

Physical Education 128

Political Science 101, 104, 105

Psychology 101, 112, 113, 117, 118, 119, 121

Sociology 101, 102, 104, 120, 122, 155, 160

Speech 110

B. American History or Government (3 units)

In addition to those listed in Category 2A students completing courses in this category will also:

- take personal responsibility for being informed, ethical and active citizens of their community, their nation, and their world.

Ethnic Studies 121

History 107, 108, 118, 119

Political Science 101, 103

CATEGORY 3, HUMANITIES (3 units)

Students completing courses in this category will:

- communicate effectively in many different situations involving diverse people and viewpoints.
- understand and build upon complex issues and discover the connections and correlations among ideas to advance toward a valid independent conclusion.
- apply their knowledge and skills to new and varied situations.
- find and evaluate information by selecting and using appropriate research methods and tools.
- produce or respond to artistic and creative expression.

American Sign Language 138

Art 101, 103, 104, 105, 109, 170

Dance 101, 110, 120, 130

Drama 103, 110, 111

Early Childhood Studies 116, 123

English 102, 106, 130, 131, 132, 133, 135, 138, 139, 140, 144, 145, 146, 148

Ethnic Studies 130

Fashion 104

Graphics 127

Film 101, 102, 103, 104, 108, 109, 110

French 101, 102

History 101, 102, 103, 104, 105, 120, 138

Humanities 101, 102, 103, 104, 105

Multimedia Arts and Communication 101, 102

Music 100, 101, 102, 104, 106

Philosophy 101, 102, 105, 121, 122

Photo 110

Spanish 101, 102, 103, 104, 105, 112

Speech 108

CATEGORY 4, LANGUAGE AND RATIONALITY (6 units)

A. Written Composition (3 units)

Students completing courses in this category will:

- communicate effectively in many different situations, involving diverse people and viewpoints.
- listen actively and analyze the substance of others' comments.
- read effectively and analytically.
- find and evaluate information by selecting and using appropriate research methods and tools.

English 100 (grade C or higher) or English 101 (grade C or higher)

B. Communication and Analytical Thinking (3 units)

Students completing courses in this category will:

- think logically and critically in solving problems; explaining conclusions; and evaluating, supporting, or critiquing the thinking of others.
- identify and analyze real or potential problems and develop, evaluate, and test possible solutions and hypotheses.
- communicate in an understandable and organized fashion to explain their ideas, express their feelings, or support conclusions.

Computer Business Information Systems 101, 112

Computer Science 102, 111

English 103, 104

Math 100, 105, 123, 135, 181, 321

Philosophy 112, 114

Speech 101, 102, 106

CATEGORY 5, LIVING SKILLS (3 units)

Students completing courses in this category will:

- exhibit habits of intellectual exploration, personal responsibility and well-being.
- work with diverse people including those with different cultural and linguistic backgrounds and different physical abilities.
- interact with individuals and within groups with integrity and awareness of others' opinions, feelings, and values.
- participate effectively in teams to make decisions and seek consensus.

Business 130

Culinary Arts 120

Early Childhood Studies 102, 114

Economics 130

Emergency Medical Services 102

Family and Consumer Sciences 120, 130, 131

Food Science and Nutrition 109, 112

Health Education 100

Human Services 106, 110

Leadership 111

Learning Skills 101

Personal Development 100, 101, 102

Psychology 106, 112, 113, 118

Sociology 106, 110

Speech 103

Graduate Requirements for the Associate Degree for Transfer

The associate in arts for transfer (AA-T) and associate in science for transfer (AS-T), are intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the AA-T or AS-T degrees are guaranteed admission to the CSU system, but not to a particular campus or major. These degrees may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete an associate degree for transfer and/or for more information on university admission requirements.

AA-T and AS-T Degrees

The associate degree for transfer requires the completion of the California State University General Education pattern (CSU GE) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern as well as the specific AA-T or AS-T major requirements. Students applying for an associate degree for transfer are required to complete the Allan Hancock College graduation requirements except for the following areas:

Health and Wellness
Multicultural/Gender Studies
AHC General Education Categories

Students interested in pursuing an associate degree for transfer should work with a counselor to identify major degree coursework that can be utilized both the CSU GE or the IGETC transfer general education pattern and the specific associate degree for transfer major requirements.

Students who are planning to complete an associate degree for transfer to the California State University system must apply for the appropriate associate in arts for transfer (AA-T) or associate in science for transfer (AS-T) degree in order to be eligible for the CSU admissions priority status associated with the transfer degrees on the following pages.

The associate in arts for transfer (AA-T) or associate in science for transfer (AS-T) degree will be awarded when the following graduation requirements have been met:

1. **A MINIMUM OF 60 UNITS** have been completed satisfactorily. A maximum of 12 units of workshop and no more than 16 units of P graded courses can be applied toward an AA-T/AS-T degree. Only 100 level courses will apply to the degree.
2. **A GRADE POINT AVERAGE OF 2.0** or better has been earned for all college work attempted.
3. **AN APPLICATION** for an associate degree for transfer has been filed in the Admissions and Records office by the published deadline.
4. **A MINIMUM OF 12 UNITS** toward the degree have been completed at Allan Hancock College (Title 5, Section 55063).
5. **COMPETENCY IN READING, WRITTEN EXPRESSION AND MATHEMATICS** has been demonstrated. Students will demonstrate competence in reading by completing the general education transfer requirements. Students will demonstrate competence in written expression by completing English 101 (grade C or higher). Students will demonstrate competence in mathematics by meeting one of the following standards:
 - a. Pass with a C or higher any 100-level math course of at least three units.
 - b. Receive a math placement recommendation for any 100-level math course based on the Accuplacer Test.
6. **MAJOR: A MINIMUM of 18 UNITS** has been completed in an AA-T or AS-T degree major. See the AA-T/AS-T degree sheets in counseling or consult the appropriate page in this catalog for specific degree requirements. A grade of C or better or "P" grade if taken on a pass/no pass basis, is necessary in each course used to complete the major.
7. **GENERAL EDUCATION TRANSFER PATTERN:** Completion of either the California State University General Education (CSU GE) pattern or the Intersegmental General Education Curriculum (IGETC) pattern (see Transfer Information section).
CSU GE NOTE: CSU GE transfer applicants must complete a minimum of 30 semester units including Area A and B4 on this pattern with a grade of C or better in each course (C- is acceptable). Since there are a total of 39 units of CSU lower-division GE required for certification, the remaining 9 units may be taken for a passing grade (D- or better).
IGETC NOTE: Students completing an AA-T or AS-T, following the IGETC pattern, and transferring to CSU, must complete an IGETC Area 1 C Oral Communication course. All IGETC courses must be completed with a grade of C or better (C- is not acceptable).
IGETC NOTE: Students completing an AA-T or AS-T, following the IGETC pattern, and transferring to a UC, California Independent, or out-of-state university don't have to complete an IGETC Area 1C Oral Communication course. All IGETC courses must be completed with a grade of C or better (C- is not acceptable).

Application Procedures for the Associate Degree

Allan Hancock College may automatically issue associate degrees and certificates of achievement to students who fulfill requirements.

Students who are identified as completing or nearly completing associate degree and general education requirements will be notified via myHancock email each summer, fall, or spring semester and provided information regarding the completion of their program and have the ability to opt out of receiving the award. Students may check with an AHC counselor to determine if they are on the auto-award list.

For students who have attended other colleges or universities and have transferred units to AHC, please adhere to these instructions.

1. Students must submit an application in order to receive a degree. The Application for a Degree form is available in the Counseling office, and at the Vandenberg AFB and Lompoc Valley Center offices. The form is also available online within the Counseling department public webpage. The first date to apply for for a degree is the first day of classes of the semester in which the student will graduate. The last date to apply for a degree is listed on the academic calendar, available on the college website.
2. Students applying for an associate degree must first see a counselor for a preliminary requirement check. The application must have the signature of a counselor before it will be accepted for final evaluation by the Admissions and Records office.
3. All course requirements must be completed on or before the final day of classes for the semester in which the student submits an application for a degree.
4. External courses, grades, and units used to meet requirements for the associate degree must be from an accredited college/university. Official copies of all transcripts from other colleges attended must be on file in the Allan Hancock College Admissions and Records office before an application for a degree may be submitted.
5. All units and grade points from all colleges attended will be used in the calculation of the graduation grade point average.
6. Your grade point average for graduation is a cumulative grade point average (GPA). If all of your college work is at AHC only, your GPA is calculated with all of your AHC credit course grades. If you attended other colleges or universities, your graduation GPA is cumulative of all course work at AHC and all other colleges. This GPA does not appear on your AHC transcript, as the AHC transcript only shows the grade point average from AHC.
7. To be considered for an honors annotation on your transcript and diploma, you must have a cumulative grade point average of 3.50 to 3.99. All college units are used in the honors gpa calculation. If you have a cumulative GPA of 4.00 you will receive a high honors annotation on your transcript and diploma.
8. Students are notified in writing of their graduation status by the Admissions and Records office, only if there is a deficiency.
9. Students will be notified via email from Parchment, a third party company, informing them when their digital diploma/certificate and paper diploma/certificate will be available. Diplomas are mailed within three months of the end date of the semester in which the degree was earned.

Students who do not satisfy the requirements for the degree for which they have applied must submit a new application during a later filing period.

Certificate Programs

Allan Hancock College offers two types of certificate programs, Certificate of Achievement and Certificate of Accomplishment. A Certificate of Achievement has been approved by the state and will be posted on the student's transcript. A Certificate of Accomplishment will be posted on to the student's permanent record, but not on the student's transcript. Certificate programs include only those courses that have a direct bearing upon specialized occupational competencies. For this reason there is no general education requirement in a certificate program.

Application Procedures

Allan Hancock College may automatically issue certificates of achievement and certificates of accomplishment to students who fulfill requirements. Until such time, please adhere to the following instructions:

1. Students must file an application in order to receive a certificate. Applications are obtained on the Admissions and Records public website.
2. Students who have only attended AHC may submit the application to Admissions and Records.
3. Students who have attended another college or university must meet with a counselor to complete the certificate application.
4. All required courses must have been completed by the end of the semester in which the student applies for a certificate.
5. A grade of C or better is necessary in all required courses.
6. Official copies of all transcripts from other colleges attended must be on file in the Allan Hancock College Admissions and Records office before an application for a certificate may be submitted.
7. Certificates are mailed within three months of the end date of the semester in which the certificate was earned.

Students who do not satisfy the requirements for the certificate for which they have applied must submit a new application during a later filing period.

Proficiency Verification

A verification of proficiency may be issued to a student to validate the performance of a specific skill at a prescribed level. Students should contact the department chair for further information as to what verifications are available and the specific requirements in each area.

Catalog Rights

Graduation requirements for an associate degree or vocational certificates are determined according to the catalog in effect at the time of initial enrollment. In order to maintain catalog rights, a student must be in continuous enrollment during each successive academic year. For purposes of catalog rights, the academic year begins each summer and ends the subsequent spring session. To maintain continuous enrollment, a student must attend at least one credit class in an academic year.

Students must apply for graduation within three (3) years from the date all requirements are satisfied. It is important to note that:

1. Students who maintain continuous enrollment at Allan Hancock College, or students who are continuing at another accredited institution within the United States are eligible to graduate from Hancock under the catalog in effect at the time they first enrolled at Hancock .
2. Students who stop attending Hancock for a year or longer are eligible to graduate from Hancock under the catalog in effect the semester the student re-enters Hancock again. One year is defined as one academic year. The student must maintain continuous enrollment thereafter.
3. If a student attends another college after they have not attended Hancock for a year or longer, and does not re-enroll at Hancock, they are eligible to graduate from Hancock under the catalog in effect the semester they petition to graduate. One year is defined as one academic year.

Exceptions to the above policy may be made by the director, Admissions and Records, for medical reasons or for military service.

Student Right to Know (SRTK)

Each year, Allan Hancock College assists thousands of students to reach a wide variety of educational goals including completion of associate degrees, completion of certificate programs, and successful transfer to four-year institutions.

Each semester, Hancock enrolls approximately 3,400 full-time students and another 7,000 part-time students.

Approximately 1,800 graduate annually with associate of arts degrees, associate of science degrees, or certificates. In compliance with the Student-Right-to-Know (SRTK) and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Allan Hancock Joint Community College District to make available its completion and transfer rates to all current and prospective students. In fall 2010, a cohort of all certificate, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Following are their completion and transfer rates. These rates do not represent the success rates of the entire student population at Hancock, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 27 percent attained a certificate or degree or became 'transfer prepared' during a three-year period, from fall 2010 to spring 2013. The state average is 26 percent. Students who are 'transfer-prepared' are defined as those who have completed 60 transferable units with a GPA of 2.00 or better. The college's SRTK transfer rate was 8 percent. Students who received a Hancock degree before transferring or who took more than three years to transfer are not included in this percentage.

Keep in mind that SRTK rates, as stated above, are based upon about 8 percent of Hancock's student population, and while the cohort definition of tracking first-time, full-time, degree-seeking freshmen may be an appropriate measure for a four-year institution, it examines a much smaller portion of the Hancock student population.

The rates do not indicate the progress of part-time students; non-degree seeking students; students seeking career refresher courses and professional certifications; and many other student groups.

The college educates many more university transfer students, but not within the narrowly-defined timeline of this study. Others are not counted because they earned a degree before transferring or transferred to a private university not participating in the national program for data collection.

A more meaningful measure of transfer success is the acceptance rate Hancock students experience at universities. This is the percentage of students who are accepted at their university of choice, compared to the number who apply. For example, Hancock students enjoyed one of the highest transfer acceptance rates at California Polytechnic University, San Luis Obispo. Fifty percent of Hancock students who applied to transfer to Cal Poly in fall 2018 were accepted, more than triple the state average of 15.6 percent.