

GENERAL INFORMATION

LBCC degrees and certificates are proposed, developed, and implemented for the primary purpose of providing opportunities for students to reach their desired educational goals. Awards include associate degrees, certificates of achievement and accomplishment in many career and technical education areas, and certificates in the noncredit program for students seeking short-term vocational training, workforce preparation, and adults seeking to finish basic education or learn English as a second language.

LBCC offers the following degrees:

- Associate in Arts (A.A.)
- Associate in Science (A.S.)
- Associate in Arts for Transfer (A.A.-T)
- Associate in Science for Transfer (A.S.-T)

Associate Degrees include three components: major or field of study requirements, General Education (GE) requirements, and competency or admission requirements. Depending on the educational goal of the student, three options are offered for fulfilling GE requirements. These options are listed later in this section as Plan A, which may be used for an Associate in Arts and Associate in Science Degrees, Plan B for CSU transfer and Associate Degrees for Transfer, and Plan C for CSU or UC Transfer and Associate Degrees for Transfer. Students should see a counselor early in their educational planning so that they are certain to choose the appropriate GE pattern for their specific goals.

The awarding of an associate degree at LBCC represents more than an accumulation of units. The associate degree is designed to prepare students either for transfer to a four-year college or university or for immediate employment.

Associate Degrees

Associate in Arts (A.A.) and Associate in Science (A.S.) Requirements

Students may be granted an A.A. or A.S. degree as well as be certified for GE based on the requirements in effect at any time between their initial enrollment at LBCC and the present time provided continuous enrollment is maintained. If continuous enrollment is not maintained, students may only use requirements in effect beginning with such time as continuous enrollment was established and maintained to the present.

Units

The associate degree (A.A. or A.S.) requires a minimum of 60 units passed, including the field of concentration, required GE courses, and free electives if applicable, as defined in the college catalog.

Scholarship

Students must achieve an overall grade point average of 2.0 based on all accredited college work that is applied to the degree, no matter where completed.

Residence

At least 12 semester units must be completed in residence at LBCC in order for the college to grant an Associate in Arts or an Associate in Science degree.

Field of concentration

50 percent or more of the requirements for the chosen field of concentration, as defined in the program of study, must be completed in residence. Credit earned by exam, where applicable, may be counted as in residence. The field of concentration, the GE pattern, and the proficiency requirements must be those in effect for the same year. Per Title 5, section 55063 (a) (2) and effective as of Fall 2009, students must complete each course counted toward the major or area of emphasis with a grade of "C" or better or P if the course is taken on a "Pass/No Pass" basis. Students who enrolled prior to Fall 2009 and who maintain continuous enrollment are not subject to this standard, but they must meet any minimum grade standards already established by the program as published in the catalog.

General Education and proficiency requirements

Students may use any General Education Plan (A, B, C) to fulfill the GE requirements for a local degree; students who opt to use Plan B or Plan C are not required to fulfill the proficiency requirements included on Plan A. Students must use Plan B or C for the Associate Degree for Transfer (please see Associate in Arts/Science for Transfer information below.) Students who follow Plan A need to complete the proficiency in reading, writing, mathematics, and information competency. Students who follow Plan B or C need to complete only the requirements that are listed on Plan B or C. The field of concentration, the GE pattern, and the proficiency requirements when required (Plan A) must be those in effect for the same year. A student may use a course to fulfill a GE requirement in effect at the time the course was completed, even though the course may have been subsequently removed from the list of approved GE courses.

Matriculation

Matriculation materials must be submitted to the Admissions and Records Office prior to the application for graduation.

Dual Associate Degrees

An additional associate degree may be awarded to students who have met all requirements, including residence requirements, for a second field of concentration. Degrees may be earned concurrently. For an additional degree, students may use any LBCC catalog rights for which they are eligible.

Associate in Arts for Transfer (A.A.-T), and Associate in Science for Transfer (A.S.-T): Student Transfer Achievement Reform Act

LBCC offers associate degrees for transfer to the CSU, including Associate in Arts (A.A.-T) and Associate in Science (A.S.-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. LBCC students must complete 60 semester units, have a minimum overall GPA of 2.0, obtain a minimum grade of "C" or "P" for each course in the major, and complete either Plan B (CSU GE-Breadth) or Plan C (IGETC.) Students who are awarded an A.A.-T or A.S.-T degree are guaranteed admission with upper-division standing to the CSU system and given priority admission consideration to their local CSU campus in a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses. Students who have been awarded an A.A.-T or A.S.-T do not change their major at the CSU and do not add a minor or second major are able to complete their remaining requirements for the 120-unit baccalaureate degree at the CSU within 60 semester units.

For the Associate Degrees for Transfer, completion of either Plan B (the California State University GE Breadth pattern) or Plan C (Intersegmental GE Transfer Curriculum pattern) is required. Completion and posting

of an Associate Degree for Transfer on the LBCC transcript serves as a student's GE certification.

Interested students should consult with a counselor for more information about the GE/IGETC certification process.

Associate in Arts for Transfer (A.A.-T), and Associate in Science for Transfer (A.S.-T) Degree Requirements

Minimum unit requirements: A minimum of 60 transferable units including a minimum of 18 units in a major or field of study. Students are permitted to double-count major requirements towards CSU-GE Breadth or IGETC GE patterns.

Minimum grade and GPA requirements: An overall grade point average of 2.0 in all CSU transferable coursework for the major. Students must complete each course with a grade of C or better, or P if the course is graded on a P/NP basis.

Residence for the degree: At least 12 LBCC degree applicable units (courses numbered 1-599) must be completed in residence at LBCC.

Degree application: Students will apply for their degree through their Viking Portal. Directions for applying for degrees can be found at https://www.lbcc.edu/sites/main/files/file-attachments/how_to_apply_for_award.pdf (https://www.lbcc.edu/sites/main/files/file-attachments/how_to_apply_for_award.pdf?1598288801). Students should refer to <https://www.lbcc.edu/pod/registration-dates> (<https://www.lbcc.edu/pod/registration-dates/>) to view the actual degree deadline for each semester. Students can receive further assistance with applying for their degrees at the Completions Counseling Program at completions@lbcc.edu or 562-938-5180.

Local graduation requirements: For the Transfer degree, no additional local (LBCC) graduation requirements must be fulfilled for the transfer degree.

Certificates

LBCC offers four types of certificates:

A Certificate of Achievement¹ is awarded for successful completion of a course of study that consists of at least 16 units and is indicated on a transcript. In some cases, approved certificates may have a range of 8-15.5 units.

A Certificate of Accomplishment¹ is awarded for successful completion of a course of study that consists of less than 16 units and is not noted on a student's transcript.

A Certificate of Competency is a noncredit certificate intended for students who do not need credit for transfer or for employment but wish to improve their basic skills, learn English as a second language, or obtain short-term vocational skills needed for immediate employment.

A Certificate of Completion is a noncredit certificate intended for students who do not need credit for transfer but who wish to obtain the knowledge and preparation of skills needed for entry level positions in the workforce.

¹ Certificates of Achievement and Accomplishment are offered in specific occupational areas. All CTE certificates of Achievement and Accomplishment are reviewed by advisory committees comprised of

representatives of the appropriate industry, students, and faculty. This process assures that programs meet current and future industry needs.

Certificate Requirements

LBCC provides many opportunities for students to gain marketable skills. Critical thinking experiences are included as part of the training. Changing technologies have placed greater demands on workers, and critical thinking skills are necessary for success in most occupations.

Occupational programs, or career technical education, teach the theory and the practical applications of a career. The goal of an occupational program is gainful employment. The course of study for such a program will enable students to become familiar with the requirements and methods of an occupation necessary to progress beyond an entry-level position. One of the college's goals is to help students make informed career decisions.

To earn a certificate at LBCC, a student must do the following:

1. Each of the required courses listed on the program of study must be completed with a grade of "C" or better. A certificate of completion or competency will require a minimum number of hours, mastery of content, or both.
2. Required courses for a noncredit certificate must be completed based on the required number of student contact hours and mastery of skills in the course outline.
3. Fifty percent or more of the requirements for the field of concentration must be completed in residence. Credit earned by exam, where applicable, may be included.
4. The certificate application form must be completed and submitted to the Admissions and Records Office during the final semester of coursework. This form is available in the Admissions and Records Office or online at www.lbcc.edu/admissions-records (<http://www.lbcc.edu/admissions-records/>). Students should refer to the schedule of classes and click the "Important Dates" link to view the actual deadline for each semester.
5. Some divisions and departments may award certificates of accomplishment or completion at the division or department office. Interested students should consult the appropriate department head for details.

Catalog Rights

Catalog Rights

Each year, the LBCC Catalog is updated with the most current information including graduation and course requirements for degrees and certificates. Catalog Rights protect students from being held to additional requirements that may be added to a subsequent catalog.

Selecting a Catalog Year

Students are required to select a major within their first year at LBCC. If a student is undeclared or undecided on their major, LBCC Career Services and career counselors are available to help the student.

A student may follow the catalog requirements that were in effect at the time they begin taking classes at LBCC or follow the catalog requirements in effect for subsequent years, providing that they maintain continuous enrollment. When a student selects an academic year (fall through summer), the corresponding requirements contained within that catalog, or catalog addenda, must be followed.

Application of Catalog Rights

As soon as the student selects a catalog year to follow, it is in their best interest to inform the college. Catalog Rights are maintained by receiving a letter grade of A, B, C, D, F, P, NP, W, MW, EW, or I on the official transcript for at least one course in the primary terms of fall or spring per academic year. Documented military withdrawal (MW) and excused withdrawal (EW) are not considered an interruption of enrollment.

Catalog Rights are not in effect when a program requires that a student complete specific courses within an established time frame or when career and technical education requirements change due to industry standards. Catalog Rights do not apply to the certification of general education (GE) requirements for transfer; courses used for GE Certification must be on an approved GE Plan at the time they are taken. General Education Plans may be found at <https://www.lbcc.edu/post/general-education-patterns> (<https://www.lbcc.edu/post/general-education-patterns/>).

Continuous Enrollment

Continuous enrollment is used to determine a student's Catalog Rights. Continuous enrollment is defined as enrollment at census in at least fall or spring of the academic year at LBCC, or any other regionally accredited higher education institution, after having initially enrolled at LBCC. Any of the following academic symbols entered on an LBCC transcript constitutes continuous enrollment: A, B, C, D, F, P, NP, W, EW, MW, RD, or I. Students should consult with their counselor for current information or the degree appeal process for extenuating circumstances.

If transferring to a California State University (CSU) or University of California (UC), continuous enrollment rules will be defined by the receiving institution.

Academic Renewal

If a student is granted academic renewal for a primary term, that term will be counted as meeting continuous enrollment.

Inactivated or Discontinued Programs

If a student decides to change their major, a previously inactivated or discontinued program cannot be selected as a major regardless of Catalog Rights.

In the event that a student has declared a major and the corresponding program is to be inactivated or discontinued, the student will be notified each year by the Counseling Department of the following:

1. There will be a teach-out period of no longer than 5 years;
2. Course substitutions may be provided by the department to satisfy the requirements, or
3. The student will be assisted to help select a major that contains the highest percentage of courses that have been completed, or
4. The student will be redirected to other community colleges in the area that provide the award, and
5. The college cannot award a degree or certificate when a program has been inactivated at the Chancellor's Office.

Continuous Attendance

"Continuous Attendance" is defined by the CSU as enrollment in a California community college, such as LBCC, or a CSU campus for at least one semester, or two quarters, of consecutive calendar years and is applicable to students interested in transferring to the CSU system. This concept is important for transfer students because continuous attendance affects the requirements for graduation from a CSU campus; therefore, students must be careful to combine "continuous

enrollment" for LBCC requirements with "continuous attendance" for CSU requirements. The difference between these two definitions rests on how a school defines a "year." LBCC must use the academic year (fall and spring semesters) and the CSU system must use the calendar year (January to December). When students combine continuous enrollment and attendance definitions, they need to attend at least one class every semester (fall/spring) until they transfer. Only this way can they secure their Catalog Rights. Because of the confusion these two definitions might create, LBCC strongly recommends that all students see a counselor.