

# GRADUATION REQUIREMENTS

## GRADUATION REQUIREMENTS

### ASSOCIATE DEGREE

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 program of study leading to the Associate Degree requires sufficient depth in a field of knowledge (the major) to contribute to lifetime interest and broad exposure to other areas of learning (the general education requirements).

#### Philosophy of General Education

General Education 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 of the major disciplines, to be aware of other cultures and times, to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for, and sense of, self-understanding.

#### Associate Degree Requirements

The following Associate Degree requirements apply to students entering for the first time after July 1, 1983. Continuing students with uninterrupted attendance and demonstrating satisfactory graduation requirements listed in the catalog in effect at the time of their initial enrollment (Catalog Rights). A continuing student is one who has completed a minimum of one course calendar year, except that completion with a "W" will be accepted for one semester only. Students who interrupt their attendance become subject to any new requirements which are in effect at the time they re-enroll.

##### I. Unit Requirement

60 to 64 units of degree applicable 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.

##### II. Scholarship Requirement

A "C" (2.0) grade average or better in all college work attempted in the curriculum upon which the degree is based.

##### III. Competency Requirement.

Students must demonstrate competence in reading, in written expression, and in mathematics. The following courses and examinations are approved to meet the competency requirement for the associate degree as defined in Board Rule 6201.12:

A. The competency requirement in reading and written expression may be met by:

1. Completion of a course in College Reading and Composition with a grade of "C" or better. Or

2. Completion of any one of the following courses (or its equivalent at another college) with a grade of "C" or better: English 101; Journalism 101

B. The competency requirement in Mathematics\* may be met by:

1. Completion of one of the following courses (or its equivalent at another college) with a grade of "C" or better: Math 123C, 125, 134B or any higher level mathematics with a prerequisite of Mathematics 125 or its equivalent.
2. A passing score on the District (Intermediate Algebra) Mathematics Competency Examination.
3. A score of 3 or higher on one of the following AP Exams: Calculus AB, Calculus BC, Statistics.
4. Completion of the college assessment exam in Mathematics and achieve a score determined comparable to satisfactory completion of Intermediate Algebra (that is, placement in a Math course above Math 125 level)

\*Board Rules 6201.14, 62201.12, & 6012.12

#### IV. Residence Requirement

Completion of at least 12 units of 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.

#### V. Course Requirements

Majors requiring 18-35 units complete Graduation Plan A. Majors requiring 36 or more units complete Graduation Plan B. Effective for all students admitted for the Fall 2009 term or any term thereafter, each course counted toward the major requirements must be completed with a grade of "C" or better or a "P" if the course is taken on a "Pass-No Pass" basis.

### ASSOCIATE TRANSFER DEGREE (AA-T OR AS-T)

The Student Transfer Achievement Reform Act, Senate Bill 1440 codified in California Education Code sections 66746-66749, guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

At the time of catalogue publication, the following AA-T or AS-T have been approved. Please see a counselor for more information.

1. Mathematics
2. Early Childhood Education

### Associate Transfer Degree Requirements

The following is required for all AA-T or AS-T degrees:

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed in the section of the catalog. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis (title 5 § 55063).
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) ; or the Intersegmental General Education Transfer Curriculum (IGETC) pattern.

### Graduation Application for Degree/Certificate

Applications are available in JH-Building lobby at the Information Desk. Students must complete an application with a Counselor and submit the application in the Admissions & Records drop box located at the Information Desk during the first 6 weeks of the Fall/Spring semester in which the student expects to complete the Degree/Certificate requirements. All students must file an application for degree/certificate evaluation during the first 6 weeks of the semester in which they expect to complete their degree/certificate requirements with a Counselor. Students completing the course work during the Winter/Summer semester Session must submit an application during the first 6 weeks of the preceding Fall/Spring semester. Late applications will NOT be accepted. Applications for Degree/Certificate, of a discontinued instructional program, will NOT be accepted beyond 3 years after the program is removed from the College Catalog. Students should see a counselor for evaluation of requirements for graduation.

Students will be informed by mail of the results of their Degree/Certificate evaluation before the end of the semester in which the application is submitted:

- Fall/Winter Candidate will be notified by December/January
- Spring/Summer Candidate will be notified by May/June

Students who do not meet the graduation requirements must submit a new application during the first 6 weeks of the semester (Fall/Spring) in which they expect to complete all the requirements (excluding Winter/Summer).

By submitting an application the student has the option to participate in the graduation ceremony whether they meet the requirements or not. Students will be notified by mail regarding the Graduation Ceremony held in June.

Students successfully completing all the requirements will be notified through the mail when the degrees/certificates are ready for pick up:

- Fall/Winter semester – will be ready for pick up after June
- Spring semester – will be ready for pick up after August
- Summer session – will be ready for pick up after September

Transcripts from other institutions must be mailed directly to the Admissions & Records Office by the respective colleges for credit .

STUDENTS MUST PRESENT THE NOTIFICATION CARD AND PICTURE IDENTIFICATION WHEN PICKING-UP DEGREE/ CERTIFICATE.

Diplomas and/or Certificates will only be held for one year after the Diploma/Certificate graduation date. Qualified graduates who do not pick-up their Diploma/Certificate within the above time frame must submit a request for a duplicate Diploma/Certificate and will be assessed a fee for duplicate preparation.

### CERTIFICATE OF ACHIEVEMENT

A Certificate of Achievement is issued in State-approved programs designed for students who are looking for instruction with a high degree of specialization. Certificate programs vary in length, but most have 18 or more semester units, and may be pursued on a full-time or part-time basis. Certificate programs are usually one year educational programs that offer courses needed to prepare students for immediate employment. A Certificate program is specific, and no course substitution will be permitted unless approved by the department. A grade of "C" or better is required in each course required for the major.

The Certificate of Achievement shall be granted by Los Angeles Trade - Technical College to any student who successfully completes a sequence of courses established by the department and approved by the college in certain designated programs. That sequence of courses shall include but not be limited to the essential occupational courses required in the major. All courses applied to a certificate program must be completed with a grade of "C" or better.

Application for a Certificate of Achievement must be filed in the semester in which the certificate is granted with a Counselor. Students completing the course work during the summer session must file an application during the first six weeks of the prior spring semester.



Student \_\_\_\_\_

Student ID \_\_\_\_\_

**Los Angeles Trade Technical College**  
**ASSOCIATE DEGREE – GENERAL EDUCATION REQUIREMENTS**  
**PLAN A (2013-2014)**

**General Education Requirements:** Minimum of 30 semester units.

**Major Requirements:** Minimum of 18 semester units in a single or related field. Effective for all students entering Fall 2009 or later, each course counted towards the major or area of emphasis requirements must be completed with a “C” (2.0 or equivalent) or better or a “P” if the course is taken on a pass-no-pass basis.

*Please see a counselor and check the college catalog or the LATTC homepage “Program Fact Sheets” for specific major requirements.*

**THIS FORM IS SUBJECT TO CHANGE EACH YEAR**

	C	IP	N
<b>A. Natural Sciences</b> <span style="float: right;"><b>3 Semester units minimum</b></span> ANTHRO 101; ANATOMY 1; ASTRON 1, 5 <sup>^</sup> ; BIOLOGY 3, 5, 6, 7, 36; CHEM 51, 65, 70, 101, 102, 201, 202, 221; CHEM TECH 111, 112; ELECTRN 2; ENV SCI 1; GEOG 1; GEOLOGY 1, 6 <sup>^</sup> ; MICRO 1, 20; PHYSICS 1, 2, 3, 4, 6, 7, 11, 12, 14 <sup>^</sup> ; PHYSIOL 1; PSYCH 2 <span style="float: right;"><sup>^</sup> these lab courses alone will not meet requirement</span> OTHER COLLEGE COURSE _____ AP/IB/CLEP EXAM _____			
<b>B. SOCIAL AND BEHAVIORAL SCIENCES</b> <span style="float: right;"><b>9 Semester units minimum</b></span> <b>B1. AMERICAN INSTITUTIONS (3 Semester Units minimum)</b> HISTORY 11, 12, 41, 42; LABOR ST 4; POL SCI 1 <b>B2. SOCIAL AND BEHAVIORAL SCIENCES (3 Semester Units minimum)</b> ADM JUS 1, 67; ANTHRO 102; BUSINESS 1, 5; CH DEV 1, 2, 11, 42; COMM (formerly Speech) 121, 122; ECON 1, 2; GEOG 2; HISTORY 86, 87; POL SCI 2, 7; PSYCH 1, 32, 41, 69; SOC 1, 2, 28 <b>B3. Minimum of 3 additional semester units from B1 or B2 above.</b> OTHER COLLEGE COURSE _____ AP/IB/CLEP EXAM _____			
<b>C. HUMANITIES</b> <span style="float: right;"><b>3 Semester units minimum</b></span> A S L 1, 2; ARC 130*, 131* (*only 2 sem. Units); ART 101, 102, 103, 104, 201, 300, 501; ENGLISH 102**, 203, 205 ENGLISH 206, 207, 208, 212, 215, 240; FRENCH 1, 2; HUMAN 1, 2; KIN 32 (formerly PHYS ED 800); KIN MAJ 108 (formerly PHY ED 762); LABOR ST 21; MUSIC 101, 111, 141; PHILOS 1; SPANISH 1, 2, 21, 22, 35, 36; THEATER 100; VISCOM 106*, 108*, 120*, 130* (*only 2 sem. Units) OTHER COLLEGE COURSE _____ AP/IB/CLEP EXAM _____			
<b>D. LANGUAGE AND RATIONALITY</b> <span style="float: right;"><b>12 Semester units minimum</b></span> <b>D1. ENGLISH COMPOSITION (3 semester Units minimum)</b> ENGLISH 101*, 102**, 103 <i>*Refer to Competency Requirements on page two. New requirements for students entering beginning Fall 2009.</i> <b>D2. COMMUNICATION AND ANALYTICAL THINKING (6 semester Units minimum one course from D2a and D2b)</b> a. MATH 125* or higher <i>*Refer to Competency Requirements on page two. New requirements for students entering beginning Fall 2009.</i> b. COMM (formerly Speech) 101, 151; CO INFO 701; ENGLISH 28; MATH 114, 115, 215 or higher; PHILOS 8 <b>D3. Minimum of 3 additional semester units from D1 or D2 above.</b> OTHER COLLEGE COURSE _____ AP/IB/CLEP EXAM _____			
<b>E. HEALTH AND PHYSICAL EDUCATION</b> <span style="float: right;"><b>3 Semester units minimum</b></span> <b>E1. HEALTH EDUCATION (2 semester Units minimum)</b> HEALTH 2 <sup>^</sup> , 6 <sup>^</sup> , 8, 11, 12 <sup>effective F 2011</sup> , 21, 43 Note: <sup>^</sup> Health 2 and 6 includes the physical education activity. <b>E2. ONE PHYSICAL EDUCATION ACTIVITY (1 semester Unit minimum, unless exempt)</b> KIN 20, 24, 201 any level, 300 any level, 301 any level, 303 any level, 307 any level, 329 any level, 330 any level, KIN 334 any level, 350-1, 387, 500; KIN ATH 504 – 563 OTHER COLLEGE COURSE _____ MILITARY CREDIT (if applicable) _____			

\*\* courses can only be used in one GE category

Updated 9/2013(rev)

\_\_\_\_\_  
Counselor’s Signature

\_\_\_\_\_  
Date

**Los Angeles Trade Technical College**  
**ASSOCIATE DEGREE – GENERAL EDUCATION REQUIREMENTS**  
**PLAN A (2013-2014)**

Major / Area of Emphasis:					C	IP	N
Major Courses (min. 18 units)							
Electives							
Competency Met:	English: Course/test		Math: Course or test		<b>TOTAL</b>		

C = Completed IP = In Progress N = Need

**ASSOCIATE DEGREE GRADUATION REQUIREMENTS**

- I. **Unit Requirement:** 60 – 64 units of course credit in a selected curriculum. (6201.10)
- II. **Scholarship Requirement:** A “C” (2.0) grade average or better in all work attempted in the curriculum upon which the degree is based. (6201.10)
- III. **Competency Requirements: (Administrative Regulation E-79)**  
 The following courses and examinations are approved to meet the competency requirement for the Associate Degree as defined in Board Rule 6201.12:

For all students entering <u>prior</u> to Fall 2009	For all new / returning students entering beginning Fall 2009
<p><b>A. Mathematics Competency -</b></p> <ol style="list-style-type: none"> <li>Completion of one of the following courses (or its equivalent at another college) with a grade of “C” or better.   <b>Mathematics 113 &amp; 114, 115</b> or any higher-level mathematics course with a prerequisite of Mathematics 115 or its equivalent.  <b>Electronics 10, 12, 14</b>  <b>General Engineering Technology 121</b></li> </ol> <p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"> <li><b>Achievement of a score of 15 or higher</b> on the District Mathematics Competency Examination</li> </ol>	<p><b>Mathematics Competency –</b>  <b>May be met by completion of one of the following:</b></p> <ol style="list-style-type: none"> <li><b>Completion of one of the following courses</b> (or its equivalent at another college) with a grade of “C” or better.   <b>Math 125</b> or any higher-level mathematics course with a prerequisite of Mathematics 125 or its equivalent.</li> <li><b>A passing score</b> on the District (Intermediate Algebra) Mathematics Competency Examination.</li> <li><b>A score of 3 or higher</b> on one of the following AP Exams; Calculus AB, Calculus BC or Statistics.</li> <li><b>Completion of the college assessment exam in mathematics</b> and achieve a score determined comparable to satisfactory completion of intermediate algebra. That is, students who place into a mathematics course <u>above the level of intermediate algebra</u> have met the competency requirement. (BR 6201.12, Title 5 CCR, 55063)</li> </ol>
<p><b>B. Reading and Written Expression Competency –</b></p> <ol style="list-style-type: none"> <li>Completion of one of the following courses) or its equivalent at another college) with a grade of “C” or better.  <b>English 28</b>  <b>English 101</b>  <b>Journalism 101</b></li> <li>In meeting the Reading and Written Expression competency requirement, coursework is the primary measure of competency. However, competency may be met through credit-by-examination, as determined by the individual colleges.</li> </ol>	<p><b>Reading and Written Expression Competency –</b>  <b>May be met by completion of one of the following:</b></p> <ol style="list-style-type: none"> <li><b>Completion of English 101</b> (or its equivalent at another college) with a grade of “C” or better.</li> <li><b>A score of 3 or higher</b> on one of the following AP Exams: English Language &amp; Composition English Composition &amp; Literature</li> <li>In meeting the Reading and Written Expression competency requirement, coursework is the primary measure of competency. However, competency may be met through credit-by-examination, as determined by the individual colleges</li> <li>Complete the college assessment exam in English and achieve a score determined comparable to satisfactory completion of English 101. That is, students who place into an English course <u>above the level of English 101</u> have met the competency requirement (Title 5, CCR, section 55500)</li> </ol>

- IV. **Residency Requirement:** Completion of at least 12 units of work in residence and attendance at the college during the semester in which the requirements are completed. Exceptions may be made for injustice or undue hardship. (6201.13)

**How to Choose the Correct General Education Plan**

Students will follow either PLAN A or B depending on the number of units in their major.

*Please see a counselor and check the college catalog or the LATTTC homepage “Program Fact Sheets” for specific major requirements*

Student \_\_\_\_\_

Student ID \_\_\_\_\_

**Los Angeles Trade Technical College**  
**ASSOCIATE DEGREE – GENERAL EDUCATION REQUIREMENTS**  
**PLAN B (2013-2014)**

**General Education Requirements:** Minimum of 18 semester units.

**Major Requirements:** Minimum of 36 semester units in a single or related field. Effective for all students entering Fall 2009 or later, each course counted towards the major or area of emphasis requirements must be completed with a “C” (2.0 or equivalent) or better or a “P” if the course is taken on a pass-no-pass basis.

*Please see a counselor and check the college catalog or the LATTTC homepage “Program Fact Sheets” for specific major requirements.*

THIS FORM IS SUBJECT TO CHANGE EACH YEAR		C	IP	N
<b>A. Natural Sciences</b> <span style="float: right;"><b>3 Semester units minimum</b></span> <b>ANTHRO</b> 101; <b>ANATOMY</b> 1; <b>ASTRON</b> 1, 5 <sup>^</sup> ; <b>BIOLOGY</b> 3, 5, 6, 7, 36; <b>CHEM</b> 51, 65, 70, 101, 102, 201, 202, 221; <b>CHEM TECH</b> 111, 112; <b>ELECTRN</b> 2; <b>ENV SCI</b> 1; <b>GEOG</b> 1, 6 <sup>^</sup> ; <b>GEOLOGY</b> 1; <b>MICRO</b> 1, 20; <b>PHYSICS</b> 1, 2, 3, 4, 6, 7, 11, 12, 14 <sup>^</sup> ; <b>PHYSIOL</b> 1; <b>PSYCH</b> 2 <span style="float: right;"><sup>^</sup> these lab courses alone will not meet requirement</span>  <i>OTHER COLLEGE COURSE</i> _____ <span style="float: right;"><i>AP/IB/CLEP EXAM</i> _____</span>				
<b>B. SOCIAL AND BEHAVIORAL SCIENCES</b> <span style="float: right;"><b>3 Semester units minimum</b></span> <b>1. AMERICAN INSTITUTIONS</b> <b>HISTORY</b> 11, 12, 41, 42; <b>LABOR ST</b> 4; <b>POL SCI</b> 1  <i>OTHER COLLEGE COURSE</i> _____ <span style="float: right;"><i>AP/IB/CLEP EXAM</i> _____</span>				
<b>C. HUMANITIES</b> <span style="float: right;"><b>3 Semester units minimum</b></span> <b>A S L</b> 1, 2; <b>ARC</b> 130*, 131* (*only 2 sem. Units); <b>ART</b> 101, 102, 103, 104, 201, 300, 501; <b>ENGLISH</b> 102**, 203, 205 <b>ENGLISH</b> 206, 207, 208, 212, 215, 240; <b>FRENCH</b> 1, 2; <b>HUMAN</b> 1, 2; <b>KIN</b> 32 (formerly PHYS ED 800); <b>KIN MAJ</b> 108 (formerly PHY ED 762); <b>LABOR ST</b> 21; <b>MUSIC</b> 101, 111, 141; <b>PHILOS</b> 1; <b>SPANISH</b> 1, 2, 21, 22, 35, 36; <b>THEATER</b> 100; <b>VISCOM</b> 106*, 108*, 120*, 130* (*only 2 sem. Units)  <i>OTHER COLLEGE COURSE</i> _____ <span style="float: right;"><i>AP/IB/CLEP EXAM</i> _____</span>				
<b>D. LANGUAGE AND RATIONALITY</b> <span style="float: right;"><b>6 Semester units minimum</b></span> <b>D1. ENGLISH COMPOSITION (3 semester Units minimum)</b> <b>ENGLISH</b> 101*, 102**, 103 <i>*Refer to Competency Requirements on page two. New requirements for students entering beginning Fall 2009.</i> <b>D2. COMMUNICATION AND ANALYTICAL THINKING (at least 3 semester Units minimum)</b> <b>MATH</b> 125* or higher <i>*Refer to Competency Requirements on page two. New requirements for students entering beginning Fall 2009.</i>  <i>OTHER COLLEGE COURSE</i> _____ <span style="float: right;"><i>AP/IB/CLEP EXAM</i> _____</span>				
<b>E. HEALTH AND PHYSICAL EDUCATION</b> <span style="float: right;"><b>3 Semester units minimum</b></span> <b>E1. HEALTH EDUCATION (2 semester Units minimum)</b> <b>HEALTH</b> 2°, 6°, 8, 11, 12 <sup>effective F<sup>2011</sup></sup> , 21, 43 <i>Note: *Health 2 or 6 includes physical education activity.</i> <b>E2. ONE PHYSICAL EDUCATION ACTIVITY (1 semester Unit minimum, unless exempt)</b> <b>KIN</b> 20, 24, 201 any level, 300 any level, 301 any level, 303 any level, 307 any level, 329 any level, 330 any level, <b>KIN</b> 334 any level, 350-1, 387, 500; <b>KIN ATH</b> 504 – 563  <i>OTHER COLLEGE COURSE</i> _____ <span style="float: right;"><i>MILITARY CREDIT (if applicable)</i> _____</span>				

\*\* courses can only be used in one GE category

Updated 9/2013 (rev)

\_\_\_\_\_  
Counselor's Signature

\_\_\_\_\_  
Date

**Los Angeles Trade Technical College**  
**ASSOCIATE DEGREE – GENERAL EDUCATION REQUIREMENTS**  
**PLAN B (2013-2014)**

Major / Area of Emphasis:				C	IP	N
Major Courses (min. 36 units)						
Electives						
Competency Met:	English: Course or test		Math: Course or test			<b>TOTAL</b>

C = Completed IP = In Progress N = Need

**ASSOCIATE DEGREE GRADUATION REQUIREMENTS**

- I. **Unit Requirement:** 60 – 64 units of course credit in a selected curriculum. (6201.10)
- II. **Scholarship Requirement:** A “C” (2.0) grade average or better in all work attempted in the curriculum upon which the degree is based. (6201.10)
- III. **Competency Requirements: (Administrative Regulation E-79)**  
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For all students entering <u>prior</u> to Fall 2009	For all new / returning students entering beginning Fall 2009
<p><b>A. Mathematics Competency -</b></p> <ol style="list-style-type: none"> <li>Completion of one of the following courses (or its equivalent at another college) with a grade of “C” or better.   <b>Mathematics 113 &amp; 114, 115</b> or any higher-level mathematics course with a prerequisite of Mathematics 115 or its equivalent.  <b>Electronics 10, 12, 14</b>  <b>General Engineering Technology 121</b></li> </ol> <p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"> <li><b>Achievement of a score of 15 or higher</b> on the District Mathematics Competency Examination</li> </ol>	<p><b>Mathematics Competency –</b>  <b>May be met by completion of one of the following:</b></p> <ol style="list-style-type: none"> <li><b>Completion of one of the following courses</b> (or its equivalent at another college) with a grade of “C” or better.  <b>Math 125</b> or any higher-level mathematics course with a prerequisite of Mathematics 125 or its equivalent.</li> <li><b>A passing score</b> on the District (Intermediate Algebra) Mathematics Competency Examination.</li> <li><b>A score of 3 or higher</b> on one of the following AP Exams; Calculus AB, Calculus BC or Statistics.</li> <li><b>Completion of the college assessment exam in mathematics</b> and achieve a score determined comparable to satisfactory completion of intermediate algebra. That is, students who place into a mathematics course above the level of intermediate algebra have met the competency requirement. (BR 6201.12, Title 5 CCR, 55063)</li> </ol>
<p><b>B. Reading and Written Expression Competency –</b></p> <ol style="list-style-type: none"> <li>Completion of one of the following courses) or its equivalent at another college) with a grade of “C” or better.  <b>English 28</b>  <b>English 101</b>  <b>Journalism 101</b></li> <li>In meeting the Reading and Written Expression competency requirement, coursework is the primary measure of competency. However, competency may be met through credit-by-examination, as determined by the individual colleges.</li> </ol>	<p><b>Reading and Written Expression Competency –</b>  <b>May be met by completion of one of the following:</b></p> <ol style="list-style-type: none"> <li><b>Completion of English 101</b> (or its equivalent at another college) with a grade of “C” or better.</li> <li><b>A score of 3 or higher</b> on one of the following AP Exams: English Language &amp; Composition English Composition &amp; Literature</li> <li>In meeting the Reading and Written Expression competency requirement, coursework is the primary measure of competency. However, competency may be met through credit-by-examination, as determined by the individual colleges</li> <li>Complete the college assessment exam in English and achieve a score determined comparable to satisfactory completion of English 101. That is, students who place into an English course above the level of English 101 have met the competency requirement. Title 5, CCR, section 55500</li> </ol>

- IV. **Residency Requirement:** Completion of at least 12 units of work in residence and attendance at the college during the semester in which the requirements are completed. Exceptions may be made for injustice or undue hardship. (6201.13)

**How to Choose the Correct General Education Plan**

Students will follow either PLAN A or B depending on the number of units in their major.

*Please see a counselor and check the college catalog or the LATTC homepage “Program Fact Sheets” for specific major requirements.*

2013 - 2014 CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION CHECK SHEET—39 Units Required

Complete at least 30 units of general education including all of Area A and Area B4 which must be completed with a "C" or better for admissions purposes. Students who complete only 30 units will have at least 9 units of lower division courses to complete upon transfer. It is advisable to complete all 39 UNITS OF LOWER DIVISION GENERAL EDUCATION before transfer and to have your GE certified. Full GE certification is required for the AA-T/AS-T degrees. Courses may be used to satisfy both major and general education requirements – the units will be counted only once for the degree.

\*\* COURSES LISTED IN MORE THAN ONE AREA SHALL NOT BE CERTIFIED IN MORE THAN ONE AREA

AREA	COURSE GROUP	UNITS	units completed	units in progress	units needed	pass-along or exam
AREA A	<b>ENGLISH LANGUAGE COMMUNICATION &amp; CRITICAL THINKING</b> 3 courses - Select one course each from group A1, A2 & A3	9 UNITS				
	A1 Oral Communication • Communication Studies (formerly Speech) 101, 151	3 units				
	A2 Written Communication • English 101	3 units				
	A3 Critical Thinking • English 102**, 103 • Philosophy 8	3 units				
AREA B	<b>SCIENTIFIC INQUIRY &amp; QUANTITATIVE REASONING</b> 3 courses: 1. Select one course from group B1 Physical Science & one course from group B2 Biological Sciences (Life Science) 2. At least one of the courses from B1 or B2 must include a lab. Eligible lab courses are identified with an asterisk * 3. Select one course from group B4, Mathematics / Quantitative Reasoning	At least 9 UNITS				
	B1 Physical Sciences • Anatomy 1*(pending F13) • Geography 1 • Astronomy 1, 5* • Geology 1, 6* • Chemistry 51*, 65*, 101*, 102*, 211*, 212*, 221* • Physics 1*, 2*, 3*, 4*, 6*, 7*, 11*, 12 • Environmental Science 1 • Physiology 1*(pending F13)	1 course				
	B2 Biological Sciences • Anthropology 101 • Microbiology 1*, 20* • Biology 3*, 5* (pending F13) 6*, 7*, 20 (thru Fall 2012)* • Psychology 2	1 course				
	B4 Mathematics / Quantitative Reasoning • Math 225, 227, 235, 236, 240, 245, 260, 265, 266, 267, 270, 275	1 course				
AREA C	<b>ARTS &amp; HUMANITIES</b> Select 3 courses: at least one from each group C1 & C2	9 UNITS				
	C1 Arts • Architecture 130 (2 units), 131 (2 units) • Kinesiology 32 • Art 101, 102, 103, 104, 201, 501 • Theater 100 • Music 101, 111, 141					
	C2 Humanities • American Sign Language 1, 2 • Labor Studies 21 • English 102**, 203, 205, 206, 207, 208, 212, 215 • Philosophy 1 • French 1, 2 • Kinesiology Major 106 • Humanities 1, 2 • Spanish 1, 2, 3, 4, 21, 22, 35, 36					
AREA D	<b>SOCIAL SCIENCES</b> Select 3 courses: at least one from 2 different groups # denotes courses meeting CSU American History	9 UNITS				
	D0 Sociology & Criminology • Sociology 1, 2					
	D1 Anthropology & Archeology • Anthropology 102					
	D2 Economics • Economics 1, 2					
	D3 Ethnic Studies • Communication Studies (formerly Speech) 121					
	D4 Gender Studies • Psychology 32					
	D5 Geography • Geography 2					
	D6 History • History 11*, 12*, 41*, 42*, 86, 87					
	D7 Interdisciplinary Social or Behavioral Science • Labor Studies 4 • Communication Studies (formerly Speech) 122					
	D8 Political Science, Government & Legal Institutions • Political Science 1*, 2, 7					
	D9 Psychology • Child Development 1** • Psychology 1, 32					
AREA E	<b>LIFELONG LEARNING &amp; SELF-DEVELOPMENT</b> Select one course	3 units				
	• Child Development 1** • Personal Development 20 • Health 2, 6, 8, 11, 21 • Psychology 41					

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**≠ CSU GRADUATION REQUIREMENTS**  
The CSU graduation requirements listed below are NOT part of the CSU GE Requirements, but may be completed prior to transfer.

**AMERICAN HISTORY AND INSTITUTIONS** – 6 semester units or 9-12 quarter units, with one course selected from each group; may also be credited toward satisfying GE requirements from Areas D, these courses are identified in Area D with this symbol #)

Group 1 (GE Area D6)	Political Science 1*	3 units
Group 2 (GE Area D8)	History 11*, 12*, 41* or 42*	3 units

Counselor (print) _____	Counselor's Signature _____	Date _____
Evaluator (print) _____	Evaluator's Signature _____	Date _____
<input type="checkbox"/> Full Certification	<input type="checkbox"/> Partial Certification	

GRADUATION REQUIREMENTS

### CSU Admission Requirements

- A1. Communication Studies (formerly Speech) 101
- A2. English 101
- A3. Critical Thinking (one course) English 102, 103 or Philosophy 8.  
(for CSULA take English 103, this also meets a graduation requirement)
- B 4. Mathematics (one course) Check list on front side\*\*\*  
(\*\*\*check your major requirements to make sure your math also satisfies this requirement)

**Note:** All courses above must be completed with a grade "C" or better

60 transferrable units are required for admission to CSU as an upper division student.  
The Admission requirement and unit requirement must be completed prior to admission

- Fall: completed by spring for following fall
- Winter quarter: completed by summer for following winter quarter (January)
- Spring sem.: completed by summer for following spring semester (January)
- Spring quarter: completed by fall for following spring quarter (March)

**Note:** USE [www.assist.org](http://www.assist.org), to check admission policies for impacted majors and programs.

**Certification is not automatic:**

- Meet with a counselor to review CSU GE completion
- Official transcripts must be on file in Admissions & Records for GE credit from other institutions attended
- Counselor must sign this verification before submission to the Admissions & Records office.

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2013 – 2014 IGETC CSU / UC GENERAL EDUCATION CHECK SHEET—39 Units Required

\*\*COURSES LISTED IN MORE THAN ONE AREA SHALL NOT BE CERTIFIED IN MORE THAN ONE AREA EXCEPT FOR  
 ^LANGUAGES OTHER THAN ENGLISH, WHICH CAN BE CERTIFIED IN AREAS 3B AND 6A.

AREA	REQUIREMENTS	UNITS	units completed	units in progress	units needed	pass-along or exam
<b>AREA 1</b>	<b>ENGLISH LANGUAGE COMMUNICATION &amp; CRITICAL THINKING</b> UC: 2 courses: one each from Group 1A and 1B. (6 semester units) CSU: 3 courses: one each from Group 1A, 1B & 1C (9 semester units)	<b>6-9 UNITS</b>				
1A	English Composition • English 101	3 units				
1B	Critical Thinking • English 102**, 103	3 units				
1C	Oral Communication (CSU) • Communication Studies (formerly Speech) 101, 151	3 units				
<b>AREA 2</b>	<b>MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING</b>	<b>3-5 UNITS</b>				
2A	Mathematics • Math 225, 227, 235, 236, 245, 260, 265, 266, 267, 270, 275					
<b>AREA 3</b>	<b>ARTS &amp; HUMANITIES</b> Select 3 courses: at least one from each group 3A & 3B	<b>9 UNITS</b>				
3A	Arts • Art 101, 102, 103, 104 • Kinesiology 32 • Music 101, 111 • Theater 100**					
3B	Humanities • American Sign Language 2^ • English 102**, 203, 205, 206, 207, 208, 212, 215 • French 2^ • Humanities 1, 2 • Labor Studies 21 • Philosophy 1 • Spanish 2^, 3^, 4^ • Theater 100**					
<b>AREA 4</b>	<b>SOCIAL SCIENCES</b> Select 3 courses: at least one from 2 different groups # denotes courses meeting CSU American History & Institutional graduation requirements	<b>9 UNITS</b>				
4A	Anthropology & Archeology • Anthropology 102					
4B	Economics • Economics 1, 2					
4C	Ethnic Studies • Communication Studies (formerly Speech) 122					
4E	Geography • Geography 2					
4F	History • History 11#, 12#, 41#, 42#, 86, 87 • Political Science 1# 7					
4I	Psychology • Child Development 1 • Psychology 1, 32					
4J	Sociology & Criminology • Sociology 1, 2					
<b>AREA 5</b>	<b>PHYSICAL AND BIOLOGICAL SCIENCES</b> Select 2 courses: at least one from Group 5A & 5B Complete at least one science course with a lab from 5A or 5B. Eligible lab course are identified with a hash tag #	<b>7-9 units</b>				
5A	Physical Sciences • Astronomy 1, 5# • Chemistry 51#, 65#, 70#, 101#, 102#, 211#, 212#, 221# • Environmental Science 1 • Geography 1 • Geology 1, 6# • Physics 1#, 2#, 3# 4#, 6#, 7#, 11#, 12, 14#	1 course				
5B	Biological Sciences • Anatomy 1# (pending F13) • Anthropology 101 • Biology 3#, 5#(pending F13), 6#, 7#, (20# thru F13) • Microbiology 1#, 20# • Physiology 1# (pending F13) • Psychology 2	1 course				
<b>AREA 6</b>	<b>LANGUAGES OTHER THAN ENGLISH (UC Requirement Only)</b> Equivalency: 1 year of Foreign Language level 1	<b>4-5 units</b>				
	• American Sign Language 1, 2^ • French 1, 2^ • Spanish 1, 2^, 3^, 4^, 21, 22, 35, 36 • 2 years of the same Foreign Language from high school with "C"s or better. • Validation by completing level 2^ language or higher in AREA 3B. • AP Language Exam with a score of 3 or higher.					
<b>AH&amp;I</b>	<b>CSU GRADUATION REQUIREMENTS IN AMERICAN INSTITUTIONS (CSU Requirement Only)</b> Select one course from A. and B. CSU Requirement in U.S. History, Constitution, and American Ideals. Not part of IGETC, but may be completed prior to transfer. These courses may also count in Area 4. # denotes eligible courses.					
	A. Political Science 1# B. History 11#, 12#, 41#, 42#					

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GRADUATION REQUIREMENTS

Counselor (print) \_\_\_\_\_ Counselor's Signature \_\_\_\_\_ Date \_\_\_\_\_  Full Certification

Evaluator (print) \_\_\_\_\_ Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_  Partial Certification

## 2013 – 2014 IGETC CSU / UC GENERAL EDUCATION CHECK SHEET—39 Units Required

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program that community colleges 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.

Some 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 Diego Colleges of Roosevelt and Revelle, UC Berkeley Haas School of Business and the 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.

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. Coursework must be evaluated by a counselor. All 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. Foreign coursework from non-US regionally accredited institutions may not be used. Course credit earned on the basis of acceptable scores on Advanced Placement (AP) or International Baccalaureate (IB) exams can be applied toward IGETC certification.

**IGETC CERTIFICATION**

The IGETC requirements should be completed and certified prior to transfer. "Certification" means that the last California Community College a student attended for a regular term (Fall or Spring for semester schools or Fall, Winter, Spring for quarter schools) prior to transfer to the UC or CSU system will verify that the student has completed the IGETC requirements. It is the student's responsibility to request IGETC certification during the last semester of attendance at Los Angeles Trade Tech College prior to transfer.

**Requests for IGETC certification may be filed in the Admissions and Records Office**

Before petitioning for IGETC certification, students must meet with a LATTTC counselor to sign and verify that they have fulfilled their IGETC requirements.

Some private and out-of-state colleges and universities will accept the completed IGETC to meet their lower-division general education requirements.

**NOTE:** Revelle Colleges at UC San Diego, the Haas School of Business at UC Berkeley, and the Environmental Design (architecture & Landscape Architecture majors) at UC Berkeley, will not accept IGETC. In addition, some students may be better served by taking courses that fulfill the CSU General Education- Breadth Pattern, or that meet requirements for the specific general education pattern of the UC campus or college to which the students plan to transfer. Students pursuing majors that require extensive lower-division major preparation may not find the IGETC option advantageous. Engineering, Architecture, and Liberal Studies are examples of those majors.

**PRIVATE AND OUT OF STATE SCHOOLS THAT ACCEPT IGETC**

AICU, Alliant International University (formerly United States International University), American University of Paris, Arizona State University, Biola University, California College of the Arts, California Lutheran University, Chapman University, City University of London-England, Cogswell Polytechnical College, Concordia University, Dominican College of San Rafael, Hawaii Pacific University, Holy Names College, John Cabot University, Rome, JFK University, Menlo College, National University, Northern Arizona University, Notre Dame de Namur University (formerly College of Notre Dame), Oregon State University, Saint Mary's College of California, Scripps College, Southern University-Baton Rouge, (LA), University of La Verne, University of Northern Colorado, University of San Francisco, University of the Pacific, University of the West, Vanguard University of Southern California, and Woodbury University.

**UC TRANSFER REQUIREMENTS FOR ADMISSIONS IN ADVANCED STANDING (JUNIOR TRANSFERS)**

Students planning to transfer as juniors to a UC campus should keep the following in mind: Applications for Fall transfers are due November 30<sup>th</sup> for priority consideration.

- Not all UC campuses accept in Winter/Spring. Check with the University Transfer Center or a LATTTC counselor.
- Complete 60 UC-transferable semester units.
- Earn at least a 2.4 GPA or 2.8 GPA for California non-residents (**Please note: a 2.4 GPA is the minimum GPA for UC eligibility. However, many UC campuses require a higher GPA to be competitive. Consult the University Transfer Center or a counselor for specific information.**)
- Complete a specific pattern of courses: two transferable English courses, one transferable math course, four transferable courses chose from at least two of the following areas: Art and Humanities, Social and Behavioral Sciences, Physical and Biological Sciences. Completion of IGETC will automatically fulfill these requirements.

**IGETC CHECKLIST**

A summary of requirements for IGETC certification is listed below:

1. The institution is accredited by the Western Association of Schools and Colleges or an equivalent accrediting body.
2. A course taken at a California Community College is applied to the subject area in which it is listed by the institution where the work was completed (check [www.assist.org](http://www.assist.org) for college IGETC lists).
3. Coursework from other U.S. regionally accredited institutions may be used on IGETC. Coursework may be evaluated by a counselor.
4. The grade received in course is C (2.0) or higher. A grade of C- (C minus) is not acceptable. 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 IGETC requirements.
5. Foreign coursework from non-United States regionally accredited institutions cannot be used for IGETC.
6. Each course is a minimum of 3 semester or 4 quarter units. (*Exceptions may be made for English Composition or Math. See a counselor for details.*)
7. All courses that meet IGETC requirements are completed by the end of the semester that the student is petitioning for certification.

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# GENERAL EDUCATION LEARNING OUTCOMES (GELOs)

## GENERAL EDUCATION LEARNING OUTCOMES (GELOS) ASSESSMENT

Because General Education is usually the largest interdisciplinary program at any institution of higher learning, we have created a separate section to describe its unique qualities. General education assessment is the evaluation of student learning within the curricular areas meeting the College's general education requirements for a degree: natural sciences, social and behavioral sciences, humanities, language and rationality, and health and physical education. Because the general education requirement is an institutional requirement that crosses disciplines, assessment occurs on a broader scale than course or program assessment. The general education areas are assessed for whether students are achieving the learning outcomes as stated in the College Catalogue for each area. General education assessment can be done through standardized testing (for writing, mathematics, and natural science), surveys or prompts (for social and behavioral science and arts and humanities), evaluated speeches (for speech), and institutionally developed or administered exams (for critical thinking and computer and information literacy). General education assessment may occur in any of the courses that meet the general education requirement, and certain institutional assessments may also take place in courses outside the general educational areas. Click the icon to the left for a PLOs and GELOs Powerpoint Presentation.

The general learning outcomes (GELOs) statements for each area are listed below:

### Humanities:

Examine the human response to the world around them through artistic and cultural creation.

Demonstrate an understanding and appreciation of the ways in which arts, literature, philosophy or foreign languages reflect historical, intellectual, and cultural contexts, as well as aesthetic tastes.

### Natural Sciences

Demonstrate a knowledge of natural phenomena and recognize the processes that explain them.

Assess the relationships between science and other human activities through the examination of the physical universe, its life forms, and its natural phenomena.

### Language & Rationality

Apply formal systems of reasoning in solving problems or analyzing arguments.

Critically evaluate communication in a symbol system appropriate to the academic discipline being studied.

### Behavioral and Social Sciences:

Demonstrate an understanding of the perspectives, theories, methods, and core concepts of the social and behavioral sciences.

Explain the major problems and issues in the disciplines in their contemporary, historical and geographical contexts.

### Health & Kinesiology (formerly Physical Education)

Demonstrate awareness of attributes for healthy physical and psychological life styles.

Practice proper techniques and skills as related to the designated physical activities.