

“C” in courses or in performance situations.

### **General Education Reciprocity**

De Anza has entered into a mutual General Education (GE) Reciprocity agreement with other community colleges to accept the General Education courses of these colleges “as completed.” In addition to De Anza, participating institutions include Evergreen Valley, Foothill, Gavilan, Mission, Ohlone, San Jose City and West Valley colleges. Other community colleges do not participate in the agreement at this time.

The reciprocity agreement means that any of the participating colleges will accept “as completed,” the GE course work and graduation proficiencies of those students who obtain a certification of completion of associate degree GE requirements at one of the participating colleges. Students are required to complete all courses or prerequisites needed for a major.

To obtain official certification of De Anza GE pattern, students should complete the following steps:

- a. Work with a counselor and present verification of the De Anza GE pattern to the De Anza Evaluations Office by the published deadline for petitions each quarter.
- b. If transcripts are to be used from other colleges, official copies must be on file at De Anza’s Admissions and Records Office.
- c. Official reciprocity certification will be completed by the counselor, verified by the evaluations officer or articulation officer, and mailed to the community college of transfer. Students will be given a copy of the certification.
- d. De Anza will honor the certification presented from a participating college only if it is transmitted in the same manner as an official transcript.

### **Certificate Programs**

Certificate programs are designed for students who are looking for programs of instruction, some of which are short-term, with a high degree of specialization. Certificate programs vary in length and generally require less than two years of full-time study, and may be pursued on a part-time basis. The vast majority of certificates have been designed on the ladder concept, so that courses taken to fulfill the lowest level, the Certificate of

# Career and Degree Programs

*De Anza* College offers a wide variety of two-year transfer and career programs leading to an Associate in Arts or Associate in Science degree. In addition, Certificates of Completion, Achievement and Proficiency are awarded upon the satisfactory completion of certain vocational programs that require less than two years of full-time study. Programs may be studied on a full- or part-time basis in the day, evening, or on weekends.

## *Associate Degree Programs*

### **(Associate in Art and Associate in Science)**

Transfer degree programs or transfer degree majors prepare students to major in a particular university subject matter or provide baccalaureate-level general education. Transfer programs range widely in scope, from narrow specialty majors (e.g. Biological Sciences) to broad general education programs (e.g. University Transfer Studies).

Career program degrees are designed for students who wish to prepare for immediate employment and/or upgrading their employment skills. Career degrees include requirements for a major, which are specialized occupational courses and general education courses that broaden a student’s understanding of self and the surrounding world. Some units/credits in career programs may transfer to four-year colleges or universities and may fulfill lower-division requirements.

## *Associate Degree Requirements*

### **(Associate in Arts and Associate in Science)**

1. To receive an associate degree, a minimum of 90 quarter units of college credit in prescribed courses is required.
  - ▶ Prescribed courses must be from a curriculum in effect and published in the catalog during

the student’s first quarter of enrollment or any subsequent quarter as long as continuous enrollment is maintained. A continuously enrolled student is defined as one who attended De Anza or Foothill College, CSU, UC, or any California community college at least one semester or two quarters each academic year. (For the purpose of continuous enrollment, an academic year is defined as fall through summer.) A single “W” grade in a term qualifies the student as having attended that term.

2. A minimum of 24 quarter units must be earned at De Anza College. (For career degrees, a maximum of 22 quarter units from another college or university may be applied toward the major.)
3. Demonstrate proficiency in reading, written expression and mathematics.
4. General education requirements for the A.A./A.S. as outlined in this catalog must be completed. A minimum of 31-42 quarter units are required from AREAS 1-6. General education requirements can be selected from one catalog year; and major requirements can be selected from a different catalog year, as long as the rule of “continuous enrollment” is followed.
5. A minimum 2.0 grade point average for all major courses, for all De Anza College course work, and overall transfer work and De Anza College work combined is required.
6. Permission to continue in medical assisting and nursing is subject to the approval of the program faculty. A mandatory review of a student’s academic standing takes place if grades fall below

Completion, can be applied to the next level, the Certificate of Achievement; and those courses can be applied to the next level, the Certificate of Proficiency; and those courses can be applied to the corresponding associate degree.

### Certificate Program Requirements

1. A prescribed number of courses in the major
2. A 2.00 overall minimum GPA in the certificate courses
3. **Certificate of Completion:**  
De Anza requires that all courses be completed at De Anza. However, students may submit to their respective departments a petition requesting that an off-campus course be accepted for the certificate. (Eleven units is the usual maximum for this certificate.)
4. **Certificate of Achievement:**  
Required units typically range from 12 to 26.
5. **Certificate of Proficiency:**
  - a. A maximum of 18 quarter units may be applied from another college or university. Required units range from 27 to 45.
  - b. Mathematics proficiency required in addition to major courses. That may be met by completing MATH 101, 112 or higher level mathematics; or qualifying for MATH 104

(Applied Technologies majors only), or 105 or 114 on the De Anza mathematics placement test; or qualifying for MATH 104 (Applied Technologies majors only), or 105 or 114 on the ACT or the SAT tests.

- c. English proficiency required in addition to major courses: Eligibility for EWRT 1A or ESL 5, which may be met by qualifying for EWRT 1A on the De Anza College English placement test or qualifying for ESL 5 on the English as a Second Language placement test; or completing EWRT 100B and READ100 (or LART 100); or completing 24 and 72 (or ESL 4).

### Requirements for a Subsequent Associate Degree

Students who do not qualify for continuous enrollment (see page 22) must meet the current general education requirements and the current major requirements in effect during the academic year in which they return. (The academic year starts in the fall and continues through the subsequent summer.)

### Workforce Education Program Advisory Committees

In accordance with guidelines established by the California Community Colleges

Chancellor's Office, each De Anza Workforce Education (a.k.a. vocational) program is represented by an advisory committee. These advisory committees are comprised of business and industry leaders, as well as college faculty and administrators. They meet at least once annually to discuss course offerings and determine how to keep programs current with trends in the regional and global economies. The advisory committees provide input in the following areas:

1. advising on industry trends and employment needs,
2. reviewing current course content,
3. evaluating program graduates' performance,
4. determining facilities and equipment needs,
5. recommending new courses and content,
6. initiating new certificate and degree programs.

The recommendations of the Workforce Education program advisory committees are implemented on a continuous basis. In addition to the program advisory committees, other college bodies make recommendations and decisions regarding implementation of new Workforce Education certificate and degree programs. These bodies include the De Anza College Curriculum Committee and the Foothill and De Anza Colleges' Joint Academic Senate.



### What Is Student Equity?

*Student equity* is an ongoing, accountable, institutional process that works toward achieving equity in all measurements of student access and achievement across lines of gender, ethnicity, mental and physical ability.

### How Does It Relate to Student Success?

*Student success* is achieved through the partnership formed between the college's faculty and staff and the students. In addition, it is an outcome of institutionalized student equity practices that support students who have a commitment to achieving their academic, career and personal goals. Student success is achieved when students reach their individual goals.

Source: Office of Diversity, De Anza College