

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 Achievement and Certificates of Achievement-Advanced are awarded upon the satisfactory completion of certain 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. Liberal Arts).

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 A-E. 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 coursework, 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 "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 Chabot, Evergreen Valley, Foothill, Gavilan, Las Positas, 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 coursework and graduation proficiencies of those students who obtain a certificate 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.

Returning to De Anza College for a Subsequent Associate Degree

Students returning for additional degrees who do not qualify for continuous

enrollment must meet the current A.A./A.S. degree GE pattern requirements and the current major requirements in effect during the academic year in which they return.

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The reciprocity agreement means that any of the participating colleges will accept “as completed” the GE coursework and graduation proficiencies of those students who obtain an official certificate of completion of associate degree GE requirements from one of the participating colleges. When using reciprocity to satisfy GE, the other degree requirements (e.g. prerequisites, major and electives units, GPA, etc.) as specified the college issuing the degree must still be met.

To obtain an official certificate of completion of De Anza’s GE pattern, students should:

- a. Provide official transcripts from other colleges to the Admissions and Records Office.
- b. Meet with a counselor and provide verification that De Anza’s GE requirements have been completed to the evaluators in the Admissions and Records Office.

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. De Anza will honor the certification presented from another participating college only if it is transmitted in the same manner as an official transcript from that college.

Certificate Programs

Certificate of Achievement and Certificate of Achievement-Advanced programs are designed for students interested in programs of instruction with a high degree of specialization. Programs vary in length

and generally require less than two years of full-time study to complete. If the student prefers, they may also be completed on a part-time basis. Students are encouraged to check with the departments and counselors for help with planning their courses. Successful completion of certificates is notated on official college transcripts. There is no limit on the number of certificates a student can earn.

Many certificates have been designed on the ladder concept, so that courses taken to meet the lower-unit Certificate of Achievement requirements meet part of the higher-unit Certificate of Achievement-Advanced requirements; and those Certificate of Achievement-Advanced courses can be applied to the corresponding associate degree requirements.

Certificate Requirements

Completion of the prescribed number of courses in the major for each certificate is required.

Certificate of Achievement

Required units range from 18 to 26. These units must be completed with a minimum 2.0 (“C”) GPA. Up to six units may be applied from another college or university.

Certificate of Achievement-Advanced

Required units typically range from a minimum of 27 to 45.

- a. These units must be completed with a minimum 2.0 (“C”) GPA.
- b. A maximum of 18 quarter units may be applied from another college or university.
- c. Mathematics proficiency is required in addition to major courses. This may be met by completing MATH 112 (101) or higher level mathematics; or by qualifying for MATH 104 (Applied Technologies majors only) or 114 (105) on the De Anza mathematics placement test.
- d. English proficiency is required in addition to major courses: eligibility for EWRT 1A or ESL 5. This proficiency may be demonstrated 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; completing EWRT 211 and READ 211, or LART 211

(or earlier EWRT/READ/LART courses that were prerequisites to ESL 272 and 273, plus ESL 226 (or earlier ESL courses that were prerequisites to ESL 5).

Skills Certificate Programs

Some academic departments also offer Skills Certificates that require fewer than 18-quarter units. These certificates are issued by the department and are not notated on official college transcripts. Required courses must be completed at De Anza College with a passing grade (“C” or better/“P”).

Workforce Education Program Advisory Committees

In accordance with guidelines established by the California Community Colleges Chancellor’s Office, each De Anza Workforce Education (career) 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.