CREATING AND MODIFYING PROGRAMS
(Associate degrees, certificates and verifications)

EDUCATIONAL PROGRAMS

An educational program is defined in Title 5, section 55000(g), as “an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.” In practice, however, the Chancellor's Office approves only associate degrees and those credit certificates that community colleges wish to award to students and which will be listed on transcripts. Respectively, all noncredit programs require Chancellor's Office approval.

The types of educational programs that must be submitted to the Chancellor's Office for approval are the following:

**Credit Programs**

- Associate Degrees – traditional A.A. or A.S. and A.A.-T/A.S.-T
- Certificates of Achievement that require 18 or more semester units (or 27 or more quarter units)
- Certificates of Completion that require 12 to fewer than 18 or more semester units (or 18 to fewer than 27 quarter units)

Cerritos College also recognizes a fourth award program: A Verification of Completion for fewer than 18 semester units that does not require Chancellor’s Office approval and does not appear on official transcripts.

**Noncredit Programs**

All noncredit programs that receive state funding must be submitted to the Chancellor's Office for approval. These include course sequences in Career Development and College Preparation (CDCP) that lead to:

- Certificates of Competency – in a recognized career field articulated with degree-applicable coursework, completion of an associate degree, or transfer to a baccalaureate institution
- Certificates of Completion – leading to improved employability or job opportunities
- Adult High School Diploma

An Associate of Arts (AA) or Associate of Science (AS) Degree can be an important academic goal for a community college student. It provides recognition that the student has developed the major lower division preparation in a given field as well as completed a breadth of academic courses through the general education requirements. This can serve either employment and/or transfer goals for the student.

Recently the legislature established a new category of degrees: Associate Degrees for Transfer. These degrees consist of at least 18 units of major preparation, a GE component based on the IGETC or CSUGE patterns, and a total of 60 units.

Transfer degrees give students specific guarantees in transferring to the CSU system while also
imposing specific limitations on the colleges that offer them. In particular, transfer degrees should be based on Transfer Model Curriculum (TMC) defined within each discipline. These TMC give limited choices as to which courses may be used for each degree. In addition, colleges cannot impose local graduation requirements on these degrees.

In general, all degrees include at least 18 units of major preparation courses along with general education and other proficiency requirements.

The Chancellor's Office recommends a set of guidelines for differentiating between AA and AS degrees.

The criteria established by the governing board of a community college district to implement its philosophy on the associate degree shall name the associate degree as either Associate in Science or Associate in Arts, based on the academic area of its major or area of emphasis, using the following criteria:

1. The Associate in Science degree will be awarded in
   a. The areas of science, technology, engineering, or mathematics (STEM)
   b. The areas of career technical education

2. The Associate in Arts degree will be awarded in all areas not included in part (a).

In addition to Curriculum Committee and Board of Trustees approval, new and updated degrees must be approved by the Chancellor's Office and by our Accrediting agency, the Accrediting Commission for Community and Junior Colleges (ACCJC). Majors in career and technical education programs will also require approval from a regional consortium.

Certificates of Achievement and completion provide extensive preparation in the designated field. They are intended to certify that students who have successfully completed the program are prepared to enter the careers associated with their chosen certificate. In addition to local approval they must receive approval from the Chancellor's Office and possibly ACCJC. Certificates of Achievement and Completion that have a Career Technical Education (CTE) TOP code must also be approved by a local area deans' council.

Title 5 requires that all certificates with 18 units or more be designated as Certificates of Achievement. In addition, it allows that programs with of 12-17.5 units may be listed as Certificates of Achievement provided they follow the same Chancellor's Office approval requirements. Cerritos College has chosen to follow this approach for all Certificates in this unit range.

Verifications of Completion are typically designed to provide students with brief but intensive courses of study in particular areas so that they may develop specific skills or prepare for an entry-level position in the field. Verifications of Completion require Curriculum Committee approval, but not Chancellor's Office approval. They do not appear on a student's official transcript.

**CREATING A NEW PROGRAM**

After assembling a program of study for a new program, submit the proposal with a New Certificate/Degree Proposal Form and a Application for Approval - New Credit Program form. Attach a document that describes the development of the proposed program, addressing the five criteria as listed below. Number the sections of the narrative to match the lists below. If appropriate, you may note that a section is “not applicable” but do not re-number the sections. Provide documentation in the form of attachments as indicated.
Criteria A. Appropriateness to Mission
1. Statement of Program Goals and Objectives
2. Catalog Description
3. Program Requirements
4. Background and Rationale

Criteria B. Need
5. Enrollment and Completer Projections
6. Place of Program in Curriculum/Similar Programs
7. Similar Programs at Other Colleges in Service Area
8. Labor Market Information & Analysis (CTE only)
9. Employer Survey (CTE only)
10. Explanation of Employer Relationship (CTE only)
11. List of Members of Advisory Committee (CTE only)
12. Recommendations of Advisory Committee (CTE only)

Attachment: Labor / Job Market Data (CTE only)
Attachment: Employer Survey (CTE only)
Attachment: Minutes of Key Meetings

Criteria C. Curriculum Standards
13. Display of Proposed Sequence
14. Transfer Documentation (if applicable)

Attachment: Outlines of Record for Required Courses should be separately attached to each course
Attachment: Transfer Documentation (if applicable)

Criteria D. Adequate Resources
15. Library and/or Learning Resources Plan
16. Facilities and Equipment Plan
17. Financial Support Plan
18. Faculty Qualifications and Availability
Criteria E. Compliance

19. Based on model curriculum (if applicable)

20. Licensing or Accreditation Standards

21. Student Selection and Fees

Additional documentation needed includes:

- Labor/Job Market DATA (CTE only)
- Employer Survey (CTE only)
- Minutes of Key Meetings
- Outlines of Record for all Required Courses
- Transfer Documentation (if applicable)

Title 5 also requires that CTE programs undergo review every two years, so the Curriculum Secretary will need to know when the program is next scheduled for review.

ASSOCIATE DEGREE FOR TRANSFER

Beginning in Fall 2011, community colleges were required by Senate Bill (SB) 1440 (Padilla) and California Education Code section 66746(a) to develop and offer “associate degrees for transfer” (ADTs) that require students to meet both of the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
   a. The Inter-segmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
   b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

2. Obtainment of a minimum grade point average of 2.0.

ADTs also require that students must earn a C or better in all courses required for the major or area of emphasis. A “P” (Pass) grade is not an acceptable grade for courses in the major.

In addition, Education Code section 66746 subdivision (b) prohibits a community college district from imposing any additional course requirements, in addition to these requirements, for a student to be eligible for the associate degree for transfer, and subdivision (e) prohibits allowing remedial non-collegiate level coursework to be counted toward the units required for the associate degree for transfer (A.A.-T or A.S.-T). Title 5, section 55002(b), describes such courses as "non-degree-applicable credit courses."

The benefit for students completing these associate degrees for transfer is that the CSU system is required by Education Code section 66747 to "guarantee admission with junior
status to any community college student who meets all of the requirements” for the associate degree for transfer.

CSU is required to grant priority admission for a student with this associate degree “to his or her local [CSU] campus and to a program or major that is similar to his or her community college major or area of emphasis, as determined by the [CSU] campus to which the student is admitted.” In addition, section 66747 states that “a student admitted under this article shall receive priority over all other community college transfer students, excluding community college students who have entered into a transfer agreement between a community college and the California State University prior to the fall term of the 2012/13 academic years.”

When an associate degree for transfer is approved by the CCC Chancellor’s Office, the CSU Chancellor’s Office will be notified so that the approved associate degree and its similar CSU baccalaureate degrees may be identified. These data will be used to identify eligible students who apply to the CSU for admission as described in Education Code section 66747.

The ultimate advantage for students completing these associate degrees is that the associate degree may not require more than 60 semester (or 90 quarter) units; and after transferring into the appropriate program at the CSU, the baccalaureate degree may not require more than 60 additional semester units, for a total of 120 semester (or 180 quarter) units required for the baccalaureate degree (pursuant to Education Code section 66748). Section 66748(b) allows an exception for the maximum units required at the CSU when the Chancellors of the CSU and the CCC systems, and their respective Academic Senates, specify high-unit majors that require more than 120 semester (or 180 quarter) units for the baccalaureate degree. The CSU is prohibited by Education Code section 66748(c) from requiring a transferring student with this associate degree to repeat courses that are similar to those taken at the community college that counted toward the associate degree for transfer.

The designators for the Associate in Arts for Transfer (AA.-T) and the Associate in Science for Transfer (A.S.-T) degrees have been established by the ASCCC and are reserved only for associate degrees that meet all requirements of SB 1440 and Education Code section 66746.

**CREATING AN ASSOCIATE DEGREE FOR TRANSFER**

Creating an associate degree for transfer (ADT) involves three steps for submission to the Curriculum Committee:

1. Align Cerritos College courses to the appropriate Transfer Model Curriculum (TMC). Approved TMCs may be found on the Chancellor’s Office website at [http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx](http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx).

   TMC core courses MUST have equivalents, but if a TMC provides sections for restricted electives disciplines need include only enough options for students to meet degree requirements.

2. Alignment with and approval of required courses with the C-ID Course Identification System course descriptors. Course descriptors may be located at [http://www.c-id.net/view_final.html](http://www.c-id.net/view_final.html). Request submission of course outlines for C-ID approval through the campus Articulation Officer.
3. Completion of a program proposal narrative. Because TMCs are already vetted statewide, the narrative requires answers to the following questions:

   a) Statement of Program Goals and Objectives
      The answer must note that the purpose of the proposed degree prepares a student for transfer to the California State University system and include a list of CSU campuses that have identified similar degrees for which the transfer degree prepares the student. A list of similar degrees is available at http://www.sb1440.org/Counseling.aspx.

   b) Catalog Description
      The description should include a list career options for students earning a degree in that major. The description should be formatted exactly as it will appear in the Cerritos College catalog.

MODIFYING AN EXISTING PROGRAM

Use the Revised Certificate/Degree Form as a cover when proposing a change to an existing certificate, degree, or verification. Include two attachments. Attachment A should show the program of study as the award currently exists and Attachment B should show changes to the program of study.

Also submit the Chancellor’s Office Substantial Changes to an Approved Credit Program form or the Non-Substantial Changes to Approved Program form.

Examples of substantial changes include:

- The goals and objectives of the program are substantially changed.
- The TOP code will change to a different TOP code at the discipline-level (e.g., biological sciences (04) to health (12)).
- Addition/creation of a new program award (degree or certificate) or major/area of emphasis using an active proposal. For example, a college may decide to create an associate degree for transfer (A.A.-T or A.S.-T) in the same four-digit TOP code as an existing degree or certificate offered by the college.
- The job categories for which program completers qualify are substantially different from the job categories for which completers previously qualified.
- The baccalaureate major to which students typically transfer is different from the baccalaureate major students typically transferred to in the past.