

## Appendix B:

### Proposal Development Guide for an Associate Degree for Transfer (ADT)

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## SUPPORTING DOCUMENTATION

ADT proposals require the following supporting documentation:

- **Narrative** - describing the development of the ADT, addressing the Criteria A (items #1 and 2 only) as outlined in the following sub-section.

**Important Note:** For an ADT to be reviewed, effective January 1, 2013, all courses that appear on the TMC Template in the Required Core and List A for which a C-ID Descriptor exists, must have the corresponding college Course Outline of Record (COR) submitted to C-ID ([www.c-id.net](http://www.c-id.net)) for review prior to the Chancellor's Office review and approval of the ADT. Please refer to Vice Chancellor Barry Russell's memo dated 11/30/12, for specifics. The memo can be accessed by visiting the "What's New" section of the Chancellor's Office Academic Affairs Division website ([www.cccco.edu/aad](http://www.cccco.edu/aad)).

- **Transfer Model Curriculum (TMC) Template** – CCCCO approved templates may be downloaded from the Chancellor's Office Academic Affairs Division website ([www.cccco.edu/aad](http://www.cccco.edu/aad)). No deviations are allowed. Please ensure you have the most recent version available for the discipline prior to submitting your curriculum proposal to the Chancellor's Office for review. Revision dates are shown at the top right header of each template.
- **Transfer Documentation** – Please refer to the TMC Template for the specific type of transfer documentation required for the ADT discipline (note: some disciplines do not require transfer documentation as C-ID descriptors suffice). Articulation and transfer reports can be downloaded from ASSIST website at [www.assist.org](http://www.assist.org). (ASSIST is the official online repository of articulation for California's public colleges and universities and provides the most accurate and up-to-date information about student transfer in California.)

## NARRATIVE TEMPLATE for Associate Degrees for Transfer (ADTs)

### Please note well:

- Use the heading (item) and numbering convention (for example: Item 1. Program Goals and Objectives).
- Ensure the description provided under each item is removed from the narrative prior to submission.
- When referring to the ADT throughout the narrative, please use the following convention – Associate in Arts/Science in (approved discipline) for Transfer – for example, “Associate in Arts in Art History for Transfer”.

### Item 1. Statement of Program Goals and Objectives

Identify the goals and objectives of the program. The stated goals and objectives of the program must be consistent with the mission of the community colleges as established by the Legislature in Education Code section 66010.4. Often, colleges will include the program level Student Learning Outcomes (SLOs) in this section that identify the program’s goals and objectives. Identify the CSU baccalaureate degree program(s) for which students will be prepared to enter upon successful completion of the ADT. Additionally, the intent of an ADT is to assist students in seamlessly transferring to a CSU; please ensure that the narrative discussion makes references to this primary focus of the law.

If the ADT program goal selected is “Career Technical Education (CTE) and Transfer,” then the objectives of the program must include the main competencies students will have achieved that are required for a specific occupation. This statement must, at a minimum, clearly indicate the specific occupation(s) or field(s) the program will prepare students to enter and the basic occupational competencies students will acquire.

### Item 2. Catalog Description

The catalog description of the proposed ADT represents a commitment to the student and **must be entered exactly as it will appear in the college catalog**. Please include an overview of the knowledge and skills students will demonstrate upon completion.

Pursuant to SB1440, section 66746, the description **must** also include the following completion 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 Intersegmental 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.*

If the ADT program goal selected is "Career Technical Education (CTE) and Transfer," list the potential careers students may enter upon completion.

### Items 3-21.

No written response is required for Narrative Items #3–21. All ADTs are developed in accordance with SB1440. SB1440 was authorized with alignment and in compliance with Title 5, Chapter 6, Subchapter 2, sections 55100 and 55130. ADTs and corresponding transfer model curriculum (TMC) were developed collaboratively by intersegmental discipline faculty from the community colleges and the CSU. ADTs assist local community colleges in meeting master plan goals of enhancing transfer opportunities for students.

Important Note: Education Code section 66746 subdivision (b) prohibits a community college district from imposing any additional course requirements for a student to be eligible for an ADT, and subdivision (e) prohibits allowing remedial non-collegiate level coursework to be counted toward the units required for an ADT. If the college normally requires students to complete additional graduation requirements to obtain an associate degree, the catalog description must clearly state that the ADT does not require them.

## SUBMISSION CHECKLIST

This submission checklist provides a quick reference check for ADT proposal requirements; please refer to sections 1-3 of this guide for a detailed discussion of each requirement.

- ✓ **Supporting Documentation** – The most recent version of the CCCCCO approved **Transfer Model Curriculum (TMC) Template** is completed and attached.
  - Ensure the *top two common errors* are mitigated: (1) The "College Name: \_\_\_\_\_" title is entered in the space provided above the course grid. (2) The number or range of "total units for the major" entered aligns with the "total units for the major or area of emphasis (min/max)" proposal fields in the CCC Curriculum Inventory.
- ✓ **Supporting Documentation – Transfer Documentation**; Please refer to the TMC Template for the specific type of transfer documentation required for the ADT discipline. Articulation and transfer reports can be downloaded from ASSIST website at [www.assist.org](http://www.assist.org). (ASSIST is the official online repository of articulation for California's public colleges and universities and provides the most accurate and up-to-date information about student transfer in California.)

- ✓ **Supporting Documentation – Narrative Items #1 and 2 only**; are complete and include the following requirements:

### **Item 1. Statement of Program Goals and Objectives**

- ✓ Refers to the ADT using the following convention – Associate in Arts/Science in (approved discipline) for Transfer – for example, “Associate in Arts in Art History for Transfer”
- ✓ Identifies the goals and objectives for the program
- ✓ Identifies the CSU baccalaureate degree programs for which students will be prepared to enter upon successful completion of the ADT
- ✓ Identifies the intent of the ADT is to assist students in seamlessly transferring to a CSU
- ✓ May include the program level Student Learning Outcomes (SLOs)
- ✓ **If the ADT program goal selected is “Career Technical Education (CTE) and Transfer” - clearly indicates the specific occupation(s) or field(s) the program will prepare students to enter and the basic occupational competencies students will acquire**

### **Item 2. Catalog Description**

- ✓ Entered exactly as it will appear in the college catalog
- ✓ Refers to the ADT using the following convention – Associate in Arts/Science in (approved discipline) for Transfer – for example, “Associate in Arts in Art History for Transfer”
- ✓ Includes an overview of the knowledge and skills students will demonstrate upon completion
- ✓ Includes ADT completion requirements pursuant to SB1440 (as cited in the Supporting Documentation – Narrative sub-section of this Guide)
  - (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 Intersegmental 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.
  - 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.
- ✓ **If the ADT program goal selected is “Career Technical Education (CTE) and Transfer” the potential careers students may enter upon completion are listed**