



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

Associate Degree/Certificates

New Approval and Submission Requirements

Spring 2020: New Approval and Submission Requirements for Credit Certificates and Degrees in the Program and Course Approval Handbook, 7th Edition
San Diego Community College District Curriculum Services

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Introduction

In November 2019, the California Community Colleges Chancellor's Office distributed the 7th Edition of the Program and Course Approval Handbook (PCAH) to all community colleges. In it are a number of changes which are new compliance requirements for credit degrees and certificates submitted for approval to the CCCCCO.

Notable changes include the following:

- 1) All new career education degree proposals submitted to the Board of Trustees must include a narrative describing and/or explaining:
 - a) Program goals and objectives
 - b) Catalog description
 - c) Program requirements
 - d) Master planning, enrollment and completion projections
 - e) Place of program in curriculum/similar program
 - f) Similar programs at other colleges in the service area
 - g) Appropriate transfer preparation information
- 2) Currently, colleges are required to submit Labor Market Information to the Board of Trustees for new career education degrees and certificates. Now, the college must also provide the following to the Board of Trustees for new and modified career education programs:
 - a) A description of the relation of the proposed program to regional labor market demand;
 - b) Advisory committee recommendation; and
 - c) Recommendations of career education regional consortia and minutes (not required for modified degrees).
- 3) In recent years, colleges have been allowed to submit a condensed program narrative composed of the goals and objectives, the catalog description, and program requirements for revised programs. Now, all new and modified degree and certificate proposals submitted to the CCCCCO must include a narrative that addresses:
 - a) Program goals and objectives
 - b) Catalog description, program requirements
 - c) Master planning
 - d) Enrollment completion projections
 - e) Place of the program in curriculum/similar programs
 - f) Similar programs at other colleges in the service area, and
 - g) Appropriate transfer information

The new requirements are outlined in this document.

Legend

All items in green are a new submission requirement (if the information is in black, it is not a new requirement)

BOT	Must be submitted to the Board of Trustees for approval of new awards;
CurricUNET/Proposal	Documentation is a required component for local governing board approval—must be included in CurricUNET or the proposal form (CE) prior to award being approved by CIC;
New Award	Required for new awards submitted to the CCCCCO
Revised Award	Required for award revisions submitted to CCCCCO

Credit Awards Criteria and Standards

- ☐ Associate for Transfer Degrees (ADT)
- ☐ Career Technical Education (CTE) Associate Degrees
- ☐ Local Degrees: Associate Degree of Art and Associate Degree of Science
- ☐ Certificates in California State General Education Breadth and Intersegmental GE Transfer Curriculum
- ☐ Career Technical Education Certificates of Achievement
- ☐ Local (non-CTE) Certificates of Achievement

Associate for Transfer Degrees (ADT)*

Degree Standards

The following standards apply to the development and approval of the Associate Degree for Transfer:

- ☐ 60 semester units or 90 quarter units,
- ☐ Minimum 18 semester or 27 quarter units in major or area of emphasis,
- ☐ Must use CSU GE-Breadth or IGETC,
- ☐ May include transferable electives to reach 60 semester units or 90 quarter units,
- ☐ No local graduation requirements not specified or permitted in the statute,
- ☐ Must align with structure of TMC, and
- ☐ Constituent courses must have either C-ID or articulation/transfer status with CSU as specified on the TMC and the Chancellor's Office Template.

Required Documentation (New and Revised awards)

- ☐ Program Narrative (CurricUNET, New Award, Revised Award)
 - ☐ Program Goals and Objectives (CurricUNET, New Award, Revised Award)
 - ☐ Catalog Description (CurricUNET, New Award, Revised Award)
 - Minimum Overall GPA of 2.0
 - Minimum Grade of "C" or "P" for each course in the major
 - Completion of IGETC and/or CSU GE Breadth
- ☐ Completed Current Chancellor's Office Template (TMC) (CurricUNET, New Award, Revised Award)
- ☐ C-ID of ASSIST Articulation Information as required by TMC (CurricUNET, New Award, Revised Award)
- ☐ CORs for all courses included in the major or area of emphasis (CurricUNET, New Award, Revised Award)

*Note, beginning January 2, 2020, the Chancellor's Office will begin periodic reviews of approved associate degrees for transfer in the Curriculum Inventory.

Overview of changes for Associate Degree of Transfer

	New Award		Revised Award		New Awards Submitted to BOT*		Required in CurricUNET Prior to CIC/Board Approval	
	6 th Ed	7 th Ed	6 th Ed	7 th Ed	6 th Ed	7 th Ed	6 th Ed	7 th Ed
Required Documentation								
Course Outlines of Record	X	X	X	X			X	X
TMC Template	X	X	X	X				X
C-ID	X	X	X	X				X
ASSIST Articulation (AAM, BCT, GECC)	X	X	X	X				X
Updated in COCI as revised locally			X	X				
Updated in COCI at least every 6 years		X		X				
Labor Market Information								
Advisory Committee Rec								
Regional Consortium Rec								
CA Div of Apprenticeship Standards (DAS)								
Programmatic Articulation Agreements								
ASSIST Doc (51% or greater) courses are articulated (if applicable)								
Table of Major requirements from Transfer Institution (if applicable)								
Summary of Lower Division Prep								
Formal Letters from Transfer Institution								
Letters of Support								
Survey Results								
Other Documentation								
General Education Pattern	X							
Narrative								
• Program Goals/Objectives	X	X					X	X
• Catalog Description	X	X					X	X
• Program Requirements					X		X	X
• Master Planning								
• Enrollment Completer Projections								
• Place of Program in College Curriculum								
• Similar Programs in Region								

Legend

X = Required
 ^ = If applicable
 * = Local Decision

Career Technical Education (CTE) Associate Degrees

Degree Standards

Associate degrees classified as CTE must meet the following standards applicable to the development and approval of all AA and AS degrees submitted in this category:

- ☐ Minimum of 60 semester units or 90 quarter units;
- ☐ Minimum 18 semester units or 27 quarter units in major or area of emphasis as described in title 5, section 55063(a);
- ☐ Any GE pattern allowed by regulations, as determined by the college;
- ☐ Must include local graduation requirements;
- ☐ Must be offered in a vocational TOP Code;
- ☐ Recommendation by appropriate Regional Consortium
- ☐ May be designed for both CTE and transfer preparation.

Required Documentation (required for new and revised awards)

- ☐ Narrative (All sections noted below must be submitted to the CCCCCO and Board of Trustees for approval. Items in green are new requirements)
 - ☐ Program Goals and Objectives—must address a valid workforce preparation purpose and may address transfer preparation (BOT, CurricUNET, New Award, Revised Award)
 - ☐ Catalog Description—includes program requirements, prerequisite skills or enrollment limitations, student learning outcomes, and information relevant to program goal (BOT, CurricUNET, New Award, Revised Award)
 - ☐ Program Requirements—includes course requirements and sequencing that reflect program goals. The GE pattern and the calculations used to reach the degree total must be shown following the program requirements table (BOT, CurricUNET, New Award, Revised Award)
 - ☐ Master Planning—how it fits in the mission, curriculum, and master planning of the college and higher education in California. (BOT, CurricUNET, New Award, Revised Award)
 - ☐ Enrollment and Completer Projections—projection of number of students to earn degree annually (BOT, CurricUNET, New Award, Revised Award)
 - ☐ Place of Program in Curriculum/Similar Programs—how it fits in college's existing program inventory (BOT, CurricUNET, New Award, Revised Award)
 - ☐ Similar Programs at Other Colleges in Service Area—justification of need for program in the region (BOT, CurricUNET, New Award, Revised Award)
 - ☐ Transfer preparation information—if transfer preparation is a component of the program (BOT, CurricUNET, New Award, Revised Award)
- ☐ CORS for all courses included in the major or area of emphasis (CurricUNET, New Award, Revised Award)
- ☐ Labor Market Information (BOT, CurricUNET, New Award, Revised Award)

Centers of Excellence (COE) is the primary data source for labor market information. Click [here](#) for additional information regarding the process to request LMI data from COE.
- ☐ Advisory Committee Recommendation (BOT, CurricUNET, New Award, Revised Award)
- ☐ Regional Consortium Recommendation (BOT, CurricUNET, New Award)

Submit program(s) to San Diego and Imperial Counties Regional Consortium two weeks prior to their monthly meeting. For additional information contact your college's designated Occupational Dean:

 - o City College: Rose LaMuraglia (rlamurag@sdccd.edu)
 - o Mesa College: Danene Brown (dmbrown@sdccd.edu)
 - o Miramar College: Jesse Lopez (jlopez006@sdccd.edu)

Click [here](#) for additional information regarding the Regional Consortia recommendation process.

- ❑ Appropriate transfer preparation documentation if the award is designed for both CTE and transfer preparation (CurricUNET, New Award, Revised Award)

Apprenticeship programs do not require advisory committee and regional consortia minutes, but do require labor market information and analysis and an approval letter from the [California Division of Apprenticeship Standards \(DAS\)](#). (CurricUNET, Revised Award)

Overview of Changes for CTE Associate Degrees

	New Award		Revised Award		New Awards Submitted to BOT		Required in CurricUNET Prior to CIC/Board Approval	
	6 th Ed	7 th Ed	6 th Ed	7 th Ed	6 th Ed	7 th Ed	6 th Ed	7 th Ed
Required Documentation								
Course Outlines of Record			X	X			X	X
TMC Template								
C-ID								
ASSIST Articulation (AAM, BCT, GECC)								
Updated in COCI as revised locally								
Updated in COCI at least every 6 years								
Labor Market Information	X	X		X	X	X		X
Advisory Committee Rec	X	X		X		X		X
Regional Consortium Rec	X	X				X		X
CA Div of Apprenticeship Standards (DAS)				^				^
Programmatic Articulation Agreements	^	^		^				^
ASSIST Doc (51% or greater) courses are articulated (if applicable)	^	^		^				^
Table of Major requirements from Transfer Institution (if applicable)	^	^		^				^
Summary of Lower Division Prep	^	^		^				^
Formal Letters from Transfer Institution	^	^		^				^
Letters of Support	^	^		^				^
Survey Results	^	^		^				^
Other Documentation	^	^		^				^
General Education Pattern	X	X						
Narrative								
• Program Goals/Objectives			X	X	X	X	X	X
• Catalog Description			X	X	X	X	X	X
• Program Requirements			X	X		X	X	X
• Master Planning				X		X		X
• Enrollment Completer Projections				X		X		X
• Place of Program in College Curriculum				X		X		X
• Similar Programs in Region						X		X

Legend

X = Required

^ = If applicable

Local Degrees: Associate Degree of Art and Associate Degree of Science

Degree Standards

Associate degrees classified as “Local” must meet the following standards:

- ☐ Minimum of 60 semester units or 90 quarter units
- ☐ Minimum 18 semester units or 27 quarter units in major or area of emphasis as described in title 5, section 55063(a)
- ☐ Any GE pattern allowed by regulations, as determined by the college
- ☐ Include local graduation requirements
- ☐ Offered in a non-vocational TOP Code
- ☐ Designed to serve either transfer preparation and/or community needs

Required Documentation (for new and revised awards)

- ☐ Narrative (CurricUNET, New Award, Revised Award)
 - ☐ Program Goals and Objectives—must address a valid transfer preparation, workforce preparation, basic skills, civic education, or local purpose (CurricUNET, New Award, Revised Award)
 - ☐ Catalog Description—includes program requirements, prerequisite skills or enrollment limitations, student learning outcomes, and information relevant to program goal (CurricUNET, New Award, Revised Award)
 - ☐ Program Requirements—includes course requirements and sequencing that reflect program goals. The GE pattern and the calculations used to reach the degree total must be shown following the program requirements table (CurricUNET, Revised Award)
 - ☐ Master Planning—ways the program fits in the mission, curriculum, and master planning of the college and higher education in California (CurricUNET, New Award, Revised Award)
 - ☐ Enrollment and Completer Projections—projection of number of students to earn degree annually (CurricUNET, New Award, Revised Award)
 - ☐ Place of Program in Curriculum/Similar Programs—ways the program fits in college’s existing program inventory (CurricUNET, New Award, Revised Award)
 - ☐ Similar Programs at Other Colleges in Service Area—justification of need for program in the region (CurricUNET, New Award, Revised Award)
 - ☐ Transfer preparation information, if transfer preparation is a component of the program
- ☐ CORs for all courses included in major or area of emphasis (CurricUNET, New Award, Revised Award) and
- ☐ Appropriate transfer preparation documentation from the list of allowable documents if the program is designed in total or in part for transfer preparation. (CurricUNET, New Award, Revised Award)

Additional Documentation

- ☐ If the degree is designed to provide transfer preparation, at least one of the following documents is required (CurricUNET, Revised Award):
 - ☐ Programmatic articulation agreements (CurricUNET, New Award, Revised Award)
 - ☐ ASSIST documentation verifying that a majority (51% or greater) of required courses in the program are articulated for the major (AAM) at the single baccalaureate institutions to which the program’s students are likely to transfer (CurricUNET, New award, Revised Award)
 - ☐ Table of major requirements from the most recent catalogs, with catalog dates and page numbers cited, for targeted transfer institutions showing crosswalk with California Community Colleges program requirements (CurricUNET, New Award, Revised Award)
 - ☐ Summary of lower division major preparation published or endorsed by relevant professional bodies or programmatic accreditors, with citations included (CurricUNET, New Award, Revised Award)
 - ☐ Formal letters from the intended receiving institution that verify alignment of proposed program with their program curriculum (CurricUNET, New Award, Revised Award)
- ☐ If the degree is designed to address community need the college must submit at least one of the following community-need related documents (CurricUNET, New Award, Revised Award):

- ☐ Letters of support
- ☐ Survey results
- ☐ Other documentation that provides evidence the degree fulfills a need of the community

Overview of Changes for Local Associate Degrees

	New Award		Revised Award		New Awards Submitted to BOT*		Required in CurricUNET Prior to CIC/Board Approval	
	6 th Ed	7 th Ed	6 th Ed	7 th Ed	6 th Ed	7 th Ed	6 th Ed	7 th Ed
Required Documentation								
Course Outlines of Record	X	X	X	X			X	X
TMC Template								
C-ID								
ASSIST Articulation (AAM, BCT, GECC)								
Updated in COCI as revised locally								
Updated in COCI at least every 6 years								
Labor Market Information								
Advisory Committee Rec								
Regional Consortium Rec								
CA Div of Apprenticeship Standards (DAS)								
Programmatic Articulation Agreements	^	^		^				^
ASSIST Doc (51% or greater) courses are articulated (if applicable)	^	^		^				^
Table of Major requirements from Transfer Institution (if applicable)	^	^		^				^
Summary of Lower Division Prep	^	^		^				^
Formal Letters from Transfer Institution	^	^		^				^
Letters of Support	^	^		^				^
Survey Results	^	^		^				^
Other Documentation	^	^		^				^
General Education Pattern	X	X						
Narrative								
• Program Goals/Objectives	X	X	X	X			X	X
• Catalog Description	X	X	X	X			X	X
• Program Requirements	X	X	X	X			X	X
• Master Planning	X	X		X				X
• Enrollment Completer Projections	X	X		X				X
• Place of Program in College Curriculum	X	X		X				X
• Similar Programs in Region	X	X		X				X

Legend

X = Required
 ^ = If applicable
 *= Local Decision

Certificates in California State General Education Breadth and Intersegmental GE Transfer Curriculum

Permissible Certificates

- ☐ CSU GE-Breadth
- ☐ Intersegmental GE Transfer Curriculum (IGETC)

Required Documentation

- ☐ Narrative (New Award, Revised Award)
 - ☐ Program Goals and Objectives—must address a valid transfer, workforce preparation, basic skills, civic education, or lifelong learning purpose. (CurricUNET, New Award, Revised Award)
 - ☐ Catalog Description—includes program requirements, prerequisite skills or enrollment limitations, student learning outcomes, and information relevant to program goal (CurricUNET, New Award, Revised Award)
 - ☐ Program Requirements—includes course requirements and sequencing that reflect program goals (CurricUNET, New Award, Revised Award)
 - ☐ Master Planning—how it fits in the mission, curriculum, and master planning of the college and higher education in California (CurricUNET, New Award, Revised Award)
 - ☐ Enrollment and Completer Projections—projection of number of students to earn certificate annually (CurricUNET, New Award, Revised Award)
 - ☐ Place of Program in Curriculum/Similar Programs—how it fits in college's existing program inventory (CurricUNET, New Award, Revised Award)
 - ☐ Similar Programs at Other Colleges in Service Area—justification of need for program in the region (CurricUNET, New Award, Revised Award)
- ☐ CORs for all courses included in major or area of emphasis (CurricUNET, New Award, Revised Award)
- ☐ Appropriate transfer preparation documentation from the list of allowable documents if the certificate is in total or in part for transfer preparation (CurricUNET, New Award, Revised Award)

Overview of Changes for IGETC/CSUGE Certificate of Achievement

	New Award		Revised Award		New Awards Submitted to BOT*		Required in CurricUNET Prior to CIC/Board Approval	
	6 th Ed	7 th Ed	6 th Ed	7 th Ed	6 th Ed	7 th Ed	6 th Ed	7 th Ed
Required Documentation								
Course Outlines of Record		X		X				X
TMC Template								
C-ID								
ASSIST Articulation (AAM, BCT, GECC)								
Updated in COCI as revised locally								
Updated in COCI at least every 6 years								
Labor Market Information								
Advisory Committee Rec								
Regional Consortium Rec								
CA Div of Apprenticeship Standards (DAS)								
Programmatic Articulation Agreements				^				^
ASSIST Doc (51% or greater) courses are articulated (if applicable)				^				^
Table of Major requirements from Transfer Institution (if applicable)				^				^
Summary of Lower Division Prep				^				^
Formal Letters from Transfer Institution				^				^
Letters of Support								
Survey Results								
Other Documentation				^				^
General Education Pattern								
Narrative								
• Program Goals/Objectives	X	X	X	X				X
• Catalog Description	X	X	X	X			X	X
• Program Requirements		X		X				X
• Master Planning		X		X				X
• Enrollment Completer Projections		X		X				X
• Place of Program in College Curriculum		X		X				X
• Similar Programs in Region		X		X				X

Legend
 X = Required
 ^ = If applicable
 *= Local Decision

Career Technical Education Certificates of Achievement

Required Documentation (for new and revised awards)

- ☐ Narrative (CurricUNET)
 - ☐ Program Goals and Objectives—must address a valid transfer, workforce preparation, basic skills, civic education, or lifelong learning purpose (BOT, CurricUNET, New Award, Revised Award)
 - ☐ Catalog Description—includes program requirements, prerequisite skills or enrollment limitations, student learning outcomes, and information relevant to program goal (BOT, CurricUNET, New Award, Revised Award)
 - ☐ Program Requirements—includes course requirements and sequencing that reflect program goals (BOT, CurricUNET, New Award, Revised Award)
 - ☐ Master Planning—how it fits in the mission, curriculum, and master planning of the college and higher education in California (BOT, CurricUNET, New Award, Revised Award)
 - ☐ Enrollment and Completer Projections—projection of number of students to earn certificate annually (BOT, CurricUNET, New Award, Revised Award)
 - ☐ Place of Program in Curriculum/Similar Programs—how it fits in college's existing program inventory (BOT, CurricUNET, New Award, Revised Award)
 - ☐ Similar Programs at Other Colleges in Service Area—justification of need for program in the region (New Award, Revised Award)
- ☐ Appropriate transfer preparation documentation from the list of allowable documents if the program is designed in total or in part for transfer preparation (CurricUNET, New Award, Revised Award)
- ☐ CORs for all courses included in award (CurricUNET, New Award, Revised Award)
- ☐ Labor Market Information and Analysis—refer to the section VII for additional information (CurricUNET, BOT, New Award, Revised Award)

Centers of Excellence (COE) is the primary data source for labor market information. Click [here](#) for additional information regarding the process to request LMI data from COE.
- ☐ Advisory Committee Recommendation—includes advisory committee membership, minutes and summary of recommendations (CurricUNET, New Award, Revised Award)
- ☐ Regional Consortia meeting minutes showing program recommendation (CurricUNET, New Award, Revised Award)

Submit program(s) to San Diego and Imperial Counties Regional Consortium two weeks prior to their monthly meeting. For additional information contact your college's designated Occupational Dean:

 - ☐ City College: Rose LaMuraglia (rlamurag@sdccd.edu) Randy Barnes (rbarnes)
 - ☐ Mesa College: Danene Brown (dmbrown@sdccd.edu)
 - ☐ Miramar College: Jesse Lopez (jlopez006@sdccd.edu)

Click [here](#) for additional information regarding the Regional Consortia recommendation process.

Apprenticeship programs do not require advisory committee and regional consortia minutes, but do require labor market information and analysis and an approval letter from the [California Division of Apprenticeship Standards \(DAS\)](#). (CurricUNET, New Award, Revised Award)

Overview of Changes for CTE Certificates of Achievement

Required Documentation	New Award		Revised Award		New Awards Submitted to BOT*		Required in CurricUNET Prior to CIC/Board Approval	
	6 th Ed	7 th Ed	6 th Ed	7 th Ed	6 th Ed	7 th Ed	6 th Ed	7 th Ed
Course Outlines of Record			X	X			X	X
TMC Template								
C-ID								
ASSIST Articulation (AAM, BCT, GECC)								
Updated in COCI as revised locally								
Updated in COCI at least every 6 years								
Labor Market Information	X	X		X				X
Advisory Committee Rec	X	X		X	X	X		X
Regional Consortium Rec	X	X		X		X		X
CA Div of Apprenticeship Standards (DAS)				^		^		^
Programmatic Articulation Agreements	^	^		^				^
ASSIST Doc (51% or greater) courses are articulated (if applicable)	^	^		^				^
Table of Major requirements from Transfer Institution (if applicable)	^	^		^				^
Summary of Lower Division Prep	^	^		^				^
Formal Letters from Transfer Institution	^	^		^				^
Letters of Support	^	^		^				^
Survey Results	^	^		^				^
Other Documentation	^	^		^				^
General Education Pattern	X	X						
Narrative								
• Program Goals/Objectives			X	X	X	X	X	X
• Catalog Description			X	X	X	X	X	X
• Program Requirements			X	X		X	X	X
• Master Planning				X		X		X
• Enrollment Completer Projections				X		X		X
• Place of Program in College Curriculum				X		X		X
• Similar Programs in Region						X		X

Legend

X = Required

^ = If applicable

*= Local Decision

Local (non-CTE) Certificates of Achievement

Required Documentation

- ☐ Narrative
 - ☐ Program Goals and Objectives—must address a valid transfer, workforce preparation, basic skills, civic education, or lifelong learning purpose. (CurricUNET, New Award, Revised Award)
 - ☐ Catalog Description—includes program requirements, prerequisite skills or enrollment limitations, student learning outcomes, and information relevant to program goal (CurricUNET, New Award, Revised Award)
 - ☐ Program Requirements—includes course requirements and sequencing that reflect program goals (CurricUNET, New Award, Revised Award)
 - ☐ Master Planning—how it fits in the mission, curriculum, and master planning of the college and higher education in California (CurricUNET, New Award, Revised Award)
 - ☐ Enrollment and Completer Projections—projection of number of students to earn certificate annually (CurricUNET, New Award, Revised Award)
 - ☐ Place of Program in Curriculum/Similar Programs—how it fits in college's existing program inventory (CurricUNET, New Award, Revised Award)
 - ☐ Similar Programs at Other Colleges in Service Area—justification of need for program in the region (CurricUNET, New Award, Revised Award)
- ☐ CORs for all courses included in major or area of emphasis (CurricUNET, New Award, Revised Award)
- ☐ Appropriate transfer preparation documentation from the list of allowable documents if the program is designed in total or in part for transfer preparation (CurricUNET, New Award, Revised Award)
- ☐ The following documents as necessary
 - ☐ Programmatic articulation agreements (CurricUNET, New Award, Revised Award)
 - ☐ ASSIST documentation verifying that a majority (51% or greater) of required courses in the program are articulated for the major (AAM) at the single baccalaureate institutions to which the program's students are likely to transfer (CurricUNET, New Award, Revised Award)
 - ☐ Table of major requirements from the most recent catalogs, with catalog dates and page numbers cited, for targeted transfer institutions showing crosswalk with California Community Colleges program requirements (CurricUNET, New Award, Revised Award)
 - ☐ Summary of lower division major preparation published or endorsed by relevant professional bodies or programmatic accreditors, with citations included (CurricUNET, New Award, Revised Award)
 - ☐ Formal letters from the intended receiving institution that verify alignment of proposed program with their program curriculum (CurricUNET, New Award, Revised Award)

Overview of Changes for Local Non-CTE Degrees

	New Award		Revised Award		New Awards Submitted to BOT*		Required in CurricUNET Prior to CIC/Board Approval	
	6 th Ed	7 th Ed	6 th Ed	7 th Ed	6 th Ed	7 th Ed	6 th Ed	7 th Ed
Required Documentation								
Course Outlines of Record	X	X	X	X			X	X
TMC Template								
C-ID								
ASSIST Articulation (AAM, BCT, GECC)								
Updated in COCI as revised locally								
Updated in COCI at least every 6 years								
Labor Market Information								
Advisory Committee Rec								
Regional Consortium Rec								
CA Div of Apprenticeship Standards (DAS)								
Programmatic Articulation Agreements	^	^		^				^
ASSIST Doc (51% or greater) courses are articulated (if applicable)	^	^		^				^
Table of Major requirements from Transfer Institution (if applicable)	^	^		^				^
Summary of Lower Division Prep	^	^		^				^
Formal Letters from Transfer Institution	^	^		^				^
Letters of Support	^	^		^				^
Survey Results	^	^		^				^
Other Documentation	^	^		^				^
General Education Pattern	X	X						
Narrative								
• Program Goals/Objectives	X	X	X	X	X	X	X	X
• Catalog Description	X	X	X	X	X	X	X	X
• Program Requirements	X	X	X	X			X	X
• Master Planning	X	X		X				X
• Enrollment Completer Projections	X	X		X				X
• Place of Program in College Curriculum	X	X		X				X
• Similar Programs in Region	X	X		X				X

Legend

X = Required
 ^ = If applicable
 * = Local Decision

Noncredit Awards Criteria and Standards

- ☐ Noncredit Career Development and College Preparation (CDCP)
 - ☐ Certificate of Competency
 - ☐ Certificate of Completion
- ☐ Adult High School Diploma
- ☐ Noncredit Apprenticeship Programs

Certificate of Competency Career Development and College Preparation (CDCP)

A certificate in a recognized career field articulated with degree-applicable coursework, completion of an associate degree, or transfer to a baccalaureate institution.

Required Documentation

☐ Narrative

- ☐ Program Goals and Objectives—must address a valid transfer, workforce preparation, basic skills, civic education, or lifelong learning purpose. Select an appropriate program goal of either CTE for short-term vocational or local, for all other certificates. (Proposal Form, New Award, Revised Award)
- ☐ Catalog Description—includes program requirements, prerequisite skills or enrollment limitations, student learning outcomes, and information relevant to program goal (Proposal Form, New Award, Revised Award)
- ☐ Program Requirements—includes course requirements and sequencing that reflect program goals. Within the program requirements table, specify the total student contact hours of each course. (Proposal Form, New Award, Revised Award)
- ☐ Master Planning—how it fits in the mission, curriculum, and master planning of the college and higher education in California (Proposal Form, New Award, Revised Award)

☐ CORs for all courses included in major or area of emphasis (COR Form, New Award, Revised Award)

☐ Labor Market Information

All new and modified noncredit CDCP certificates in the short-term vocational instructional domain must provide Labor Market Information that is less than 2 years old.

Centers of Excellence (COE) is the primary data source for labor market information. Click [here](#) for additional information regarding the process to request LMI data from COE.

Overview of Changes for Certificates of Competency

	New Award		Revised Award		New Awards Submitted to BOT*		Required in Proposal Prior to CIC/Board Approval	
	6 th Ed	7 th Ed	6 th Ed	7 th Ed	6 th Ed	7 th Ed	6 th Ed	7 th Ed
Required Documentation								
Labor Market Information					X	X	*	X
CA Div of Apprenticeship Standards (DAS)								
Course Outline of Record		X		X				X
Narrative								
• Program Goals/Objectives	X	X	X	X	X	X	*	X
• Catalog Description	X	X	X	X	X	X	*	X
• Program Requirements	X	X	X	X		*	*	X
• Master Planning	X	X		X		*		X

Legend

X = Required
 ^ = If Applicable
 * = Local Decision

Certificate of Completion Career Development and College Preparation (CDCP)

A certificate leading to improved employability or job opportunities.

Required Documentation

☐ Narrative

- ☐ Program Goals and Objectives—must address a valid transfer, workforce preparation, basic skills, civic education, or lifelong learning purpose. Select an appropriate program goal of either CTE for short-term vocational or local, for all other certificates. (Proposal Form, New Award, Revised Award)
- ☐ Catalog Description—includes program requirements, prerequisite skills or enrollment limitations, student learning outcomes, and information relevant to program goal (Proposal Form, New Award, Revised Award)
- ☐ Program Requirements—includes course requirements and sequencing that reflect program goals. Within the program requirements table, specify the total student contact hours of each course. (Proposal Form, New Award, Revised Award)
- ☐ Master Planning—how it fits in the mission, curriculum, and master planning of the college and higher education in California (Proposal Form, New Award, Revised Award)

☐ CORs for all courses included in major or area of emphasis (COR Form, New Award, Revised Award)

☐ Labor Market Information

All new and modified noncredit CDCP certificates in the short-term vocational instructional domain must provide Labor Market Information that is less than 2 years old. (Proposal Form, New Award, Revised Award)

Centers of Excellence (COE) is the primary data source for labor market information. Click [here](#) for additional information regarding the process to request LMI data from COE.

Overview of Changes for Certificates of Completion

	New Award		Revised Award		New Awards Submitted to BOT*		Required in Proposal Prior to CIC/Board Approval	
	6 th Ed Title 5	7 th Ed	6 th Ed Title 5	7 th Ed	6 th Ed Title 5	7 th Ed	6 th Ed Title 5	7 th Ed
Required Documentation								
Labor Market Information					X	X	*	X
CA Div of Apprenticeship Standards (DAS)								
Course Outline of Record		X		X				X
Narrative								
• Program Goals/Objectives	X	X	X	X	X	X	*	*
• Catalog Description	X	X	X	X	X	X	*	*
• Program Requirements	X	X	X	X		*	*	*
• Master Planning	X	X		X		*		*

Legend

X = Required
 ^ = If Applicable
 * = Local Decision

Adult High School Diploma

A sequence of noncredit courses that culminate in an adult high school diploma that is awarded by the community college district or jointly by the district and a high school in accordance with title 5, section 55154.

Required Documentation

☐ Narrative

- ☐ Demonstration of Need—provide quantitative and qualitative data demonstrating the need for the proposed Adult High School Diploma program, i.e., number of students who have not completed high school in the service area, total number of students who have not passed the California High School Exit Exam (CAHSEE), and/or demonstrate the requirement of a high school diploma for industries in the service areas. (Proposal Form, New Award, Revised Award)
- ☐ Catalog Description—description of the program that will be placed in the college's catalog and schedule of classes. This description should convey the program's goals, objectives and expected outcomes. (Proposal Form, New Award, Revised Award)
- ☐ Program Organization—description how the program will be consistent with the mission of the college and the relationship to other programs that complement or link to the AHSD program. Provide an organizational chart consisting of the AHSD program faculty and staff. (Proposal Form, New Award, Revised Award)
- ☐ Ongoing Faculty/Staff Efforts: describe in detail how the college will fund ongoing faculty/staff in order to sustain the program (Proposal Form, New Award, Revised Award)
- ☐ Professional Development for Faculty and Staff: description of the professional development activities that will be available for faculty teaching in the program. (Proposal Form, New Award, Revised Award)
- ☐ Student Services: description of the support services provided to students to assist them in completing the program. (Proposal Form, New Award, Revised Award)
- ☐ Student Assessment: description of student assessment procedures for academic placement in the program. (Proposal Form, New Award, Revised Award)
- ☐ Instructional Support Services for Students: identify and describe the instructional support services, i.e., tutoring, supplemental instruction, etc. (Proposal Form, New Award, Revised Award)
- ☐ Facilities: description of facilities where the program will be implemented. (Proposal Form, New Award, Revised Award)
- ☐ Curriculum Alternatives: description of the requirements or conditions by which a student may obtain high school credit by examination or by successfully completing college degree-applicable or non-degree applicable credit coursework or any alternative means for students to complete the prescribed course of study. (Proposal Form, New Award, Revised Award)

- ☐ CORs for all courses included in major or area of emphasis (COR Form, New Award, Revised Award)

Overview of Changes for Adult High School Diploma

Required Documentation	New Award		Revised Award		New Awards Submitted to BOT*		Required in Proposal Prior to CIC/Board Approval	
	6 th Ed Title 5	7 th Ed	6 th Ed Title 5	7 th Ed	6 th Ed Title 5	7 th Ed	6 th Ed Title 5	7 th Ed
Course Outline of Record		X		X			X	X
Narrative								
• Demonstration of Need	X	X	X	X	*	*	*	*
• Catalog Description	X	X	X	X	*	*	*	*
• Program Organization	X	X	X	X			*	*
• Ongoing Faculty/Staff Efforts	X	X	X	X			*	*
• Professional Development (Faculty and Staff)	X	X	X	X			*	*
• Student Services	X	X	X	X			*	*
• Student Assessment	X	X	X	X			*	*
• Instructional Support Services (Students)	X	X	X	X			*	*
• Facilities	X	X	X	X			*	*
• Curriculum Alternatives	X	X	X	X			*	*

Legend

X = Required
 ^ = If Applicable
 * = Local Decision

Certificate of Noncredit Apprenticeship

“Apprenticeship training program” means a comprehensive plan containing, among other things, apprenticeship program standards, program regulations, related and supplemental instruction course outlines, and policy statements for the effective administration of that apprenticeship training program, in accordance with Chapter 2 (commencing with Section 200) of Division 1 of Title 8 of the California Code of Regulations.

Apprenticeship noncredit offerings have some unique elements regarding curriculum approval and funding approval. All apprenticeship noncredit courses and programs must obtain Chancellor’s Office approval for each college responsible for the offerings.

The curriculum offered by community colleges, adult schools, and regional occupational programs centers is referred to as related and supplemental instruction (RSI) in the apprenticeship law and in the Budget Act. Noncredit apprenticeship programs and/or courses must have the approval of the Chancellor’s Office. The college/institution must receive from the Chancellor’s Office both curriculum approval and RSI funding approval. The application must contain documentation that the Division of Apprenticeship Standards (DAS) within the Department of Industrial Relations has approved the apprenticeship.

Additional Resources

[California Community Colleges Program and Course Approval Handbook 7th Edition](#)

[Annual Curriculum Approval Certification California Community Colleges Chancellor's Office](#) Memo AA 19-35, distributed on September 26, 2019.

Title 5, § 55130.