

# AAT Program Submission Guidelines

Associate in Arts for Transfer (AA-T) and Associate in Science for Transfer (AS-T)  
Addendum


April 5, 2011

Based on early submissions of proposals, these additional instructions are added to the instructions distributed in February 2011.

## Entering data into the CCC-501 and CCC-510 form:

**Proposed Program Title:** The title of the proposed associate degree for transfer should be entered into the Curriculum Inventory as the discipline title, and should not include "AA-T" or "AS-T" or the word "transfer." The Curriculum Inventory will assign the official name of the degree using this format: "Associate in Arts in [major] for Transfer" or "Associate in Science in [major] for Transfer."

- Example: Associate in Arts in Communication Studies for Transfer at the College of the Desert (first approved AA-T on March 23, 2011)

CCC-501		California Community Colleges	Rev. January 2011
Application Date 03/08/2011	NEW CREDIT PROGRAM		
PROPOSED PROGRAM TITLE Communication Studies DESSERT	CONTACT PERSON Jojie Magbuhat Curriculum & Catalog Specialist		
COLLEGE DESSERT	TITLE 760-776-7291		
DISTRICT 08/01/2011	PHONE NUMBER jmagbuhat@collegeofthedesert.edu		
PROJECTED PROGRAM START DATE	E-MAIL ADDRESS		
GOAL(S) OF PROGRAM: <input type="checkbox"/> CAREER TECHNICAL EDUCATION (CTE) <input checked="" type="checkbox"/> TRANSFER <input type="checkbox"/> OTHER			
TYPE OF PROGRAM (SELECT ONLY ONE): <input type="radio"/> A.A. DEGREE <input type="radio"/> A.S. DEGREE <input checked="" type="radio"/> AA-T DEGREE (for transfer)* <input type="radio"/> AS-T DEGREE (for transfer)*			

## Requirements for the Development Criteria Narrative:

- **Criteria A. Appropriateness to Mission (all required)**
  1. Statement of Program Goals and Objectives
    - a. When proposing an AA-T or AS-T degree that aligns with a Transfer Model Curriculum (TMC), a brief statement confirming to what baccalaureate degree students will be prepared is the **only requirement required** for this item. It is not sufficient to state the goal of compliance with SB 1440 or CEC section 66746. You must also identify the goals, outcomes, and/or objectives for the **major**.
  2. Catalog Description
    - a. The AA-T and AS-T catalog description should include all the requirements for the associate degree for transfer pursuant to CEC section 66746. These requirements are listed on p. 1 of the Instructions for Revised Credit Program Proposals - February 2011 (available on the Chancellor's Office website). In addition, the benefits to the students for enrolling and pursuing an AA-T degree as required on page 10 of the instructions. Please include all the components of a catalog description for any associate degree, such as knowledge and skills students will obtain and potential majors to which they may transfer.
  3. Program Requirements

- a. The program requirements should list all of the required courses for the proposed degree. Proposals for the AA-T and AS-T degree must require that students complete either the CSU-GE or IGETC pattern and state the number of units required for each pattern. It is important to note that CEC section 66746 requires a maximum of 60 semester or 90 quarter units, and all required courses must be transferable to CSU. The program requirements should not be a copy of the Transfer Model Curriculum template, as the program requirements need to list specific required courses for students, whereas the TMC provides a list of suggested courses from which discipline faculty may choose to include as requirements in the proposed degree.
4. Background and Rationale
    - a. When proposing an AA-T or AS-T degree, this section of the narrative should briefly describe how discipline faculty determined whether to align the major requirements with the TMC.

#### **14. Transfer Applicability** (if applicable)

##### **Proposals for AA-T and AS-T degrees aligned with TMC:**

Community colleges that seek approval of an AA-T or AS-T will be excused from providing transfer documentation for multiple baccalaureate institutions. When the proposed AA-T or AS-T is aligned with the TMC, the only transfer documentation required will be the completion of a template, comparing the approved TMC requirements to the proposed program requirements approved at the community college as described below.

#### **Attachment: Transfer Documentation:**

Transfer Model Curriculum template must be attached as a separate file.

For each course in the proposed major for the AA-T or AS-T, the college must provide acceptable documentation from the following list, in order of preference:

1. Assigned C-ID designation or
2. Assigned TCSU number or
3. Appropriate report from ASSIST showing the required transferability status (e.g., CSU transferable, general education, or major preparation at CSU).

Any course that does not have a C-ID descriptor must have articulation or transfer documentation from ASSIST.org included in the proposal attachments. Typically, courses in List A or B will require articulation for major preparation at a CSU and List C will require transferability status.

#### **Documentation for TMC template:**

Please note the instructions on the TMC template "Where there is an indicated C-ID descriptor, you are certifying that your course is comparable. Where no reference descriptor is indicated, discipline faculty should compare the existing course to the sample course description(s) provided in the TMC at <http://www.c-id.net/degreereview.html> and attach the appropriate report

from ASSIST showing the required transferability status (i.e., CSU transferable, general education, or major preparation at CSU)."

Instructions for providing ASSIST reports for:

**List A and B:** usually must be articulation showing transfer preparation for the **major** at a (as in "any") CSU. Any requirement that the course must be designated as **major** preparation will require the "Articulation Agreement by Major" report in ASSIST.

**List C:** Read the options carefully on the TMC template. Usually, the courses may be transferable in the **major**; or courses from other disciplines that are designated as **major** preparation at a CSU; or fulfill general education requirements. Sometimes, the requirement may be only "transferable to a CSU." To demonstrate transferability, submit the "CSU Transferable Courses" report for your college. This report may also list whether the course fulfills general education requirements.

*This should be a relatively short & relevant list. Focus on your CSU.*

*for this major.*

