

3) Transfer Preparation

If a program is designed to provide transfer preparation, as a component of or as the primary intent of the degree, then it must include at least one of the following documents to substantiate the alignment of the degree with transfer preparation standards. Appropriate documentation may include, but is not limited to, any of the following that sufficiently demonstrate this requirement:

- Programmatic articulation agreements
- 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
- Table of major requirements from the most recent catalogs, with catalog dates and page numbers cited, for targeted transfer institutions showing crosswalk with CCC program requirements
- Summary of lower division major preparation published or endorsed by relevant professional bodies or programmatic accreditors, with citations included
- Formal letters from the intended receiving institution that verify alignment of proposed program with their program curriculum

If a local program is intended to address community need the college must submit community-need-related documentation, such as letters of support, survey results, or anything that provides evidence that the program fulfills a need of the community. When seeking approval for such programs, the intent must be clearly expressed in the narrative portion of the proposal.

5. Course Sequence

A course sequence lists all courses and units needed to earn the program and are broken into the following categories with the required units for each category listed.

a) Required Core

Courses in the required core section are required courses and typically do not contain any options.

b) Optional Courses

Optional courses are broken into Lists with the number of courses and units required for each List clearly stated - transfer degrees almost always have one or more lists identified on the TMC.

c) Additional General Education and Elective Units (degrees only)

All Associate Degrees and Associate Degrees for Transfer require additional general education courses to earn the degree. The minimum number of units for a degree is 60, so if the total number of required core and optional courses is below 60, students are required to complete elective degree applicable courses to reach 60. Individual courses are not listed in the section, just the number of units required.

d) Double Counting