Once the form has been completed, click [Finish]. Then click on the icon to generate a PDF form of the New Credit Program (501) application. Scroll down to the second page and in a separate document, describe the development of the proposed program, addressing the five criteria as listed on the second page of the PDF. Refer to separate document for instructions and required items included in the narrative. Number the sections of the narrative to match the criteria. If appropriate, you may note that the section is “not applicable” but do not renumber the sections.

http://instsrv.sdccd.edu/SB1440.html
Criteria A. Appropriateness to Mission

1. Statement of Program Goals and Objectives
   a. Add a brief statement confirming student preparedness for each aligned baccalaureate degree. You must also identify the goals, outcomes, and/or objectives for the major.

2. Catalog Description. The AA-T and AS-T catalog description should include all the requirements for the associate degree for transfer pursuant to California Education Code (CEC) section 66746.
   a. The AA-T and AS-T catalog description should include all the requirements for the associate degree for transfer and the benefits to the students for enrolling and pursuing an AA-T or AS-T degree. 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. Must include general education requirements. For AA-T and AS-T degrees students should be advised to complete the CSU-GE or IGETC pattern.
   a. The program requirements should list all of the required courses for the proposed degree. The degree must require that students complete either the CSU-GE or IGETC pattern and state the number of units required for each pattern.

4. Background and Rationale
   a. The narrative should briefly describe how discipline faculty determined whether to align the major requirements with the TMC.

Criteria B. Need

5. Enrollment and Completer Projections (not required for AA-T/AS-T)

6. Place of Program in Curriculum/Similar Programs
   7. Similar Programs at Other Colleges in Service Area (not required for AA-T/AS-T)

*CTE Programs (See chart)

Criteria C. Curriculum Standards

13. Display of Proposed Sequence (not required for AA-T/AS-T)

14. Transfer Documentation (if applicable)
   • Attachment: Outlines of Record for Required Courses should be separately attached to each course
   • Attachment: Transfer Documentation (if applicable) This is where you include the completed TMC template and any other appropriate transfer documentation.

Criteria D. Adequate Resources

Include a brief statement about the availability of resources for existing courses that will now be required for the new degree. The statement should include reference to library and learning resources, facilities and equipment, financial support and faculty qualifications and availability.

15. Library and/or Learning Resources Plan (not required for AA-T/AS-T)
16. Facilities and Equipment Plan (not required for AA-T/AS-T)
18. Faculty Qualifications and Availability (not required for AA-T/AS-T)

Criteria E. Compliance

Include a brief statement about any compliance issues as noted below for licensing or accreditation standards.

19. Based on model curriculum (if applicable) (not required for AA-T/AS-T)
20. Licensing or Accreditation Standards (not required for AA-T/AS-T unless it is a CTE discipline)
21. Student Selection and Fees (not required for AA-T/AS-T)