Substantial Changes to an Approved Credit Program (CCC-510) Instructions for AA-T and AS-T

Use this form if the proposed AA-T or AS-T is in the same four-digit T.O.P. code with another approved program (credit certificate or degree) at the college.

**GOAL(S) OF PROGRAM (CHECK ALL THAT APPLY):**
- [ ] CAREER TECHNICAL EDUCATION (CTE)
- [ ] TRANSFER
- [ ] OTHER

**Type of change requested: Check all that apply.**
- [ ] Add new Certificate of Achievement
- [ ] Add Degree to Existing Certificate Program
- [ ] Add new Major or Area of Emphasis to existing degree

**TYPE OF PROGRAM (SELECT ONLY ONE):**
- [ ] A.A. DEGREE
- [ ] A.S. DEGREE
- [ ] AA-T Degree (transfer)
- [ ] AS-T Degree (For Transfer)
- [ ] CERTIFICATE OF ACHIEVEMENT: 16 or greater semester (or 27 or greater quarter) units
- [ ] CERTIFICATE OF ACHIEVEMENT: 12 to fewer than 16 semester (or 18 to fewer than 27 quarter) units

* The AA-T and AS-T degrees fulfill the requirements of California Education Code sections 66745-66760, also known as the Student Transfer Achievement Reform Act. See special instructions provided with this form.

**Planning Summary:**
- [ ] Enter month and year when program will be offered

The unit range will always be 60 to 60 semester units

The unit range must be a minimum of 18 semester units

*Fields marked *0 are not required for AA-T / AS-T degrees; however you must enter a number in the field

[http://instsrv.sdccd.edu/SB1440.html](http://instsrv.sdccd.edu/SB1440.html)
Criteria A. Appropriateness to Mission

☐ 1. Statement of goals and objectives for existing program, including new changes (a brief statement confirming to what baccalaureate degree students will be prepared is the only requirement for this item).
   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 for existing program, including new option.
   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. New 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. Discussion of background and rationale (this section of the narrative should briefly describe how discipline faculty determined whether to align the major requirements with the TMC).
   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 proposed change in the curriculum – relation to existing program and options; relation to other programs at your college.

☐ 7. Discussion of impact on other colleges in region (not required for AA-T/AS-T).

☐ 8. Analysis of labor market need or job availability (for CTE only).

Criteria C. Curriculum Standards

☐ 9. Transfer applicability.
   • Attachment: Course outlines for required courses.
   • Attachment: Transfer Documentation (if applicable)
     This is where you include the completed TMC template and any other appropriate transfer documentation.

If applicable to revised program:
