Academic Policies & Procedures

Associate Degree for Transfer Guide

Step 1:

Faculty need to visit the Chancellor's Office site for any updated Transfer Model Curriculum Templates (TMC).

Step 2:

Complete the TMC, review accuracy with a Counselor.

Step 3:

Submit eLumen workflow to include the required language per the PCAH (below), and to match the courses precisely the TMC.

All courses must have an articulation agreement (CI-D, Assist documentation, etc.)

The Recommended Plan of Study cannot exceed 60 units.

Step 4:

Request for approval submitted to the AP&P, Senate, and Board. After Board approval, all the documentation is submitted to the Chancellor's office for approval. The review window is approximately 60+ days. Final approval does not occur until the Chancellor's office approves.

Required Template:

The Associate in _____ degree meets the requirements of SB 1440 for Associate Degrees for Transfer (ADT). These degrees are intended to make it easier for students to transfer to California State University campuses but do not exclude admittance to other colleges or universities.

To earn an Associate in _____ degree a student must complete the following:

(1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  (A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth).
  (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
(2) Obtainment of a minimum grade point average of 2.0.

ADTs include both Associate in Arts for Transfer (AA-T) and Associate in Science for Transfer

(AS-T) degrees. The law authorizing these degrees also requires that students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

Chancellor's Office Program and Course Approval Handbook (PCAH)

Criteria for Approval
ADTs must meet the following criteria for approval:
• Submission includes all required documentation:
  ○ Program Narrative,
  ○ Completed Chancellor's Office Template,
  ○ C-ID or ASSIST Articulation Information, as required by the TMC, and
  ○ COR for all courses included in major or area of emphasis.
• Degree meets all standards as listed above. Verification of meeting these standards is conducted through review of required documentation.
• Degree is submitted with program goal of "Transfer."

Program Narrative
Only the Program Goals and Objectives and Catalog Description items are required for the Narrative. The catalog description must reflect the following:
• Completion of 60 semester units or 90 quarter units of degree-applicable courses,
• Minimum overall grade point average of 2.0,
• Minimum grade of "C" (or "P") for each course in the major, and
• Completion of IGETC and/or CSU GE-Breadth.
Submission of a COR is required for each course specified in the major. All ADT degrees are submitted with "Transfer" as the program goal.

For additional information, see the **Chancellor's Office Program and Course Approval Handbook (PCAH), 7th Edition, October 2019**