CHECKLIST FOR DEVELOPING ASSOCIATE DEGREES FOR TRANSFER (ADT)

If you are considering developing a new Associate Degree for Transfer (ADT: AA-T or AS-T) be sure to complete these steps (explanations included):

1. Check to see if a Transfer Model Curriculum (TMC) has been approved for your discipline.
   - Be sure to follow the TMC Template on the CCCCO’s website (above link) instead of any templates available on the C-ID or other websites, as the CCCCO will reject any proposals that don’t use the CCCCO TMC Template.

2. Check to see if we currently offer the required and/or elective courses, if there is an approved TMC in your discipline.
   - If the TMC contains required or elective courses that we offer, move to the next step.
   - If the TMC contains required courses that we don’t offer, you’ll need to create that course(s) in CurricUNET and get it approved by the Curriculum Committee in order to create the ADT.

3. Check the TMC Template to see whether any of the courses has a C-ID designation.
   - Check the second column in the TMC template (titled “C-ID Descriptor”). If a course has a C-ID designation, the prefix and number will be shown there. If there is no entry, you don’t need to do anything about obtaining a C-ID designation.

4. Obtain a C-ID designation for any course on the TMC with a C-ID descriptor or you will not be able to create the degree. Follow these steps to obtain a C-ID designation:
   - Go to the C-ID Web site and review the C-ID descriptor to see if there’s a match with our course. Be aware that our course objectives, content, units, and prerequisite(s) need to be aligned (not necessarily identical) with those on the C-ID descriptor.
   - Be aware that before our course can be submitted for a C-ID designation the outline must be current (not older than five years) with current textbooks (not older than seven years).
   - Make any necessary revisions to the course(s) in CurricUNET and get the revisions approved by the Curriculum Committee.
   - Ask the Articulation Officer to submit the course(s) for C-ID approval.
   - Any course that you want to include in your ADT that has a C-ID descriptor must be approved for C-ID before the ADT can be submitted to the CCCCO or the course has been in the C-ID queue for at least 45 days. The Director, Curriculum and Scheduling will track C-ID approvals and submit an ADT to the CCCCO at the appropriate time. It isn’t necessary for faculty to wait for C-ID approval before entering an ADT in CurricUNET or launching the ADT through the CurricUNET approval process.
5. Review the TMC to see if any specific articulation or transferability is required for courses on the ADT.
   - If you’re unclear what type of articulation/transferability is required per the TMC Template, please contact the Articulation Officer.
   - Submit to the Articulation Officer any requests for articulation or transferability.

6. Ensure that your ADT does not have more than 60 units. All ADTs must total no more than 60 units, including major requirements, general education, and electives.

7. Enter your ADT into CurricUNET.

8. Write the narrative, in consultation with your dean. Instructions are available in the CCCCO’s Program and Course Approval Handbook, 7th Edition, page 78.
   - Items #1, Statement of Program Goals and Objectives, and Item #2, Catalog Description, are the only two items required for the narrative. The first paragraph of the catalog description for Ohlone ADTs is available online.
   - Faculty also need to include an overview of the knowledge and skills students will demonstrate upon completion of the ADT.
   - The degree requirements will be added to the catalog description by the Curriculum and Scheduling Office.

9. Email the narrative to your dean, at the same time that you approve the ADT at the Originator step in CurricUNET. The narrative needs to be submitted to your dean in order for the dean to approve the ADT at the Dean step in CurricUNET.

10. Present the ADT to the Curriculum Committee when the ADT appears on the Curriculum Committee agenda.

11. Make any revisions to the ADT, as requested by the CCCCO.