**NARRATIVE TEMPLATE (for Traditional Degrees and Certificates) –Non-Substantial changes**

**CRITERIA A-E (ITEMS #3 and 14)**

The following is a Microsoft Word® version of the Narrative discussed in Section One of the *Program and Course Approval Handbook, 5th Edition Draft*. This template is not to be used for Associate Degree for Transfer (ADT) or Adult High School Diploma (AHSD) Program proposals; separate templates are provided for these proposals (under the *Admin > Templates* tab).

This template is provided for college user to insert narrative content using the provided headers and numbering convention. **Please ensure the description provided under each criteria/item below is removed from the narrative prior to submission.**

**3. Program Requirements**

The program requirements must be consistent with the catalog description. The number of units, specific course requirements and design of individual courses, and the sequence of the courses must be coherent, complete, and appropriate, given the program objectives and the resources with which the college has to work. The Chancellor’s Office will rely heavily on the educational judgment of local faculty within the discipline and curriculum committees in regard to the appropriateness of program requirements.

Display the program requirements in a table format that includes all courses required for completion of the program (core requirements, required or restricted electives, other requirements), subtotal of core units, general education pattern(s) (local, CSU-GE-Breadth, or IGETC), number of units for each pattern, and total program units. For each course, indicate the course department number, course title, and unit value.

For all program awards, documentation may be one of the following:

* The college’s overall general education requirements for a degree of this type, such as a photocopy of requirements from the catalog
* Required general education categories (including number of units required) with specific recommendations for appropriate general education course choices for students in this program

For all associate degrees, the courses designated for the program must, collectively, be sufficient to enable students to fulfill the program goals and meet the program objectives. Courses must be required that will address the college level communication and analytic skills necessary for success in a transfer program or that will generally enable graduating students to participate as full team members in a company, maintain currency in rapidly changing fields, and/or advance in selected occupations over a lifetime.

CTE Goal: The set of requirements for a CTE program must reflect the thinking of the advisory committee, as indicated in advisory committee minutes that are submitted as part of the proposal. If the CTE program requirements do not reflect the advisory committee’s recommendation, then the college must explain its departure from those recommendations.

Transfer Goal: Students must be advised to complete the CSU-GE-Breadth or IGETC pattern. Unless the major requires a high number of units, students who intend to transfer must not be allowed to complete only 18 or more units of local general education requirements. In most cases, the local general education requirements do not provide adequate preparation for transfer.

**14. Transfer Applicability (if applicable)**

Briefly describe the purpose of attached transfer documentation. For proposals that indicate transfer as a goal, ASSIST documentation is required to show that courses fulfill lower-division requirements for a specific baccalaureate major or prepare students in an area of emphasis for a major field of study for baccalaureate institutions.

For degrees that do not satisfy lower division transfer preparation, documentation must show that the required courses are accepted for general education and/or elective credit by more than one baccalaureate institution. Indicate to which specific baccalaureate institution for the proposed program may transfer.

Attachment Required: Transfer Documentation (if applicable)

Articulation Agreements are required for proposals with the following program goals:

* Three Articulation Agreements – for Transfer only
* Two Articulation Agreements – for CTE and Transfer

**Criteria D. Adequate Resources**

The college must demonstrate that it has the resources to realistically maintain the program or course at the level of quality described in the proposal. This includes funding for faculty compensation, facilities and equipment, and library or learning resources. The college must also demonstrate that faculty is available to sustain the proposed required course(s) and to facilitate student success. The college must have the resources needed to offer the course(s) at the level of quality described in the COR. The college must commit to offering all of the required courses for the program at least once every two years, unless the goals and rationale for the particular program justify a longer time frame as being in the best interests of students.