Baccalaureate Degree Program Application

Certification of Statutory Compliance and Readiness

To offer a baccalaureate degree program, districts/colleges must meet the requirements of Education Code section 78042 et seq., and the California Community Colleges Chancellor's Office Program and Course Approval Handbook, 8th Edition. Applicants must certify each item below to apply for a Baccalaureate Degree Program (BDP). If districts/colleges do not currently have these requirements in place, they may apply during the next BDP cycle.

Our institution certifies we will meet the following requirements by uploading the necessary documentation as part of our application. PLEASE NOTE: The template forms are in Word format and will be downloaded in a separate window. All template forms are also available to download on the BDP webpage.

Download *the Non-Duplication Analysis Template*. This template includes website resources to assist with your research.
See a sample of a non-duplication analysis. This sample shows how a non-duplication analysis may appear. Your analysis may have to be customized to your program.
Our institution certifies that we:

Will not offer a baccalaureate degree program or curricula already offered by the California State University or the University of California (Ed. Code § 78042(d)(2).)

Our institution completed all of the following:

Workforce Need/Demand. Our district/college consulted with regional employers and regional workforce development boards. (Ed. Code § 78042(f)(5).) We will provide substantial evidence our proposed baccalaureate degree will fulfill unmet workforce needs and provide high-wage jobs or promotions for graduates. **Download the Workforce Need and Evidence of Sufficient Demand Template.** You will also have the opportunity to upload additional supporting documentation such as a labor market study and letters of support.

Program Description. Our college has completed the Proposed BDP Description Form and understand this form will be shared with CSU, UC, and AICCU for intersegmental analysis. **Download the Proposed BDP Description Template.**

Quality and Design. Our district/college completed the Program Quality and Curriculum Design Form. **Download the Program Quality and Curriculum Design Template.**

Administrative and Funding Plan. Our district/college has the campus-wide expertise and resources to offer a quality baccalaureate degree program and have demonstrated that in the attached template. (Ed. Code § 78042(d)(3).) **Download the Administrative and Funding Plan Template.**

Our institution certifies the following:

Our district maintains the primary mission to advance California's economic growth and global competitiveness through education, training, and services that contribute to continuous workforce improvement. (Ed. Code § 78042(b).)

Our district has the additional mission to provide high-quality undergraduate education at an affordable price for students and the state. (Ed. Code § 78042(b).)

Our district has a written policy that requires all potential students who wish to apply for a Board of Governors Fee Waiver to complete and submit either a Free Application for Federal Student Aid or a California Dream Act application in lieu of the California Promise Grant. (Ed. Code § 78042(c).)

Our district maintains separate records for community college students enrolled in lower division courses and baccalaureate degree students enrolled in upper division courses. (Ed. Code § section 78042(e).)

Our district currently offers and will continue to offer an associate degree program in the same academic subject from which this baccalaureate program is proposed. (Ed. Code § 78042(j)(1).)

Application Instructions/Applicant Contact Information

This page collects the applicant's contact information and provides the instructions and content needed for the submission of a Baccalaureate Degree Program (BDP) application.

This application is based on Education Code requirements. All questions must be answered, and all requested data and evidence must be supplied. If you receive an error message, it is likely you missed a question. You are encouraged to save your application content in a separate document. Please pay careful attention to the page limits imposed for your responses to each question. These page limits facilitate a timely review and scoring of applications. Responses to questions in excess of the stated page limits will not be considered.

PLEASE DO NOT INCLUDE EMBEDDED LINKS TO EXTERNAL DOCUMENTS. **You may include additional documentation, but it must be attached separately rather than a link. Including links to outside documents (e.g., Share point or Google docs) may disqualify your application.**

As you are completing this application, you may save your work and return to complete it later. At the top right portion of each page "Save and continue later" appears. To save information on a completed page, you must advance to the next page and then click the "Save and continue later" phrase. Enter an email address where you will receive a link to the partially completed survey.

After Submitting a Completed Survey

To review and score BDP applications, the California Community Colleges Chancellor's Office, in partnership with the BDP Implementation Workgroup, created both qualitative and quantitative review criteria anchored in Education Code requirements, institutional stability and capacity, workforce need and demand, program and curriculum design, and equitable student outcomes. To assess these criteria,

a scoring rubric and process have been developed in which the quantitative criteria are verified and scored by the Chancellor's Office, and the remaining qualitative criteria are reviewed and scored by a BDP evaluation team.

Applications that receive a qualifying score are awarded either conditional or provisional status (pending Accrediting Commission for Community and Junior Colleges (ACCJC) approval and/or an intersegmental agreement and the Board of Governors' full approval). Applications that do not receive a qualifying score are not approved but are eligible for revision and resubmittal during a future application cycle. To obtain a copy of the scoring rubric, and for more information regarding the application scoring and approval process, please visit the [Baccalaureate Degree Program webpage](#).

COMPLETED APPLICATIONS MUST BE RECEIVED NO LATER THAN 5:00 P.M. ON THE SPECIFIED DATE.

District/College Contact Information

District Name:

College Name:

Name of Contact at College Completing this Application:

Title of Contact at College Completing this Application:

Email Address of Contact at College Completing this Application:

Phone Number of Contact at College Completing this Application:

Current and Proposed Degree Information

1) What is the name of your proposed baccalaureate degree program?

2) What is the CIP Code of your proposed baccalaureate degree program?

3) What is the name of your current associate degree program?

4) What is the primary TOP code for your current associate baccalaureate degree program? List no more than two.

5) **ACCJC Substantial Change Approval.** Our district has applied/received substantive change approval to offer the proposed baccalaureate degree program through the Accrediting Commission for Community and Junior Colleges (Ed. Code § 78042(a).) Note: While an application may be submitted prior to receiving ACCJC approval, the Chancellor's Office will only provide conditional approval until evidence of ACCJC approval is received. If you have already received approval from ACCJC, please provide your substantive change letter.

Yes-Approved:
Yes-Applied:
Not yet:

If your program is approved, please upload the ACCJC approval letter.

6) Review Category. BDP applications will be categorized as follows to organize the review process:

1. **Full Review**: New programs being considered for the first time.
2. **Streamlined Review**: CCC previously approved programs where there is a quick review by intersegmental segments that the curriculum is the same. Streamlined Review programs do not receive program duplication objections.
3. **Expedited Review**: Clear career technical education (CTE) or applied degrees that are not in CSU's or UC's wheelhouse that have been previously approved (see list B below). Expedited Review programs do not receive program duplication objections.

List of Programs Approved for Expedited Review:

- Airframe Manufacturing Technology
- Automotive Career Education
- Automotive Technology
- Industrial Automation
- Mortuary Science
- Dental Hygiene
- Dental Hygiene Administration
- Respiratory Care
- Occupational Studies/Occupational Therapy Assistant
- Histotechnology
- Research Laboratory Technology
- Equine and Ranch Management

Please select your review category below:

Full Review
Streamlined Review
Expedited Review

Non-Duplication Analysis

Our institution certifies that we conducted a Non-duplication Analysis.
A key component of community college baccalaureate degree programs is that the proposed program does not duplicate a program already offered by the California State University or the University of California. (Ed. Code § 78042(d)(2).)

Please submit a Non-duplication Analysis document for the proposed baccalaureate degree program that demonstrates that it does not duplicate a program or program curricula offered by the CSU or UC. Documentation should include a summary of your search results and an assessment of how the proposed BDP is not duplicative of any program offered at any CSU or UC campus statewide. Where potential duplication or overlap does occur, please provide a side-by-side comparison of each course

with course descriptions and student-level learning outcomes.

Download the Non-Duplication Analysis Template. This template includes website resources to assist with your research. Upload evidence of your research as a separate attachment.
See a sample of a non-duplication analysis. This sample shows how a non-duplication analysis may appear. Your analysis may have to be customized to your program.

7) Upload your completed Non-Duplication Analysis Form. **Please provide your response in a PDF format. No page limits.**

Workforce Need/Evidence of Sufficient Demand

This page requires you to complete and upload the *Workforce Need and Evidence of Demand* form and provide documentation of the unmet workforce need, both regionally and statewide, specifically related to the proposed baccalaureate degree program (Ed. Code § 78042(d)(1).) Be sure to clearly identify regional workforce goals and objectives as well as statewide and regional workforce data relevant to the proposed program (Ed. Code § 78042(f)(5).) **PLEASE NOTE**: If approved, your program may require regional consortia recommendation, pursuant to title 5, section 55130.

EVIDENCE MUST DEMONSTRATE WORKFORCE NEED, HIGHER WAGES, and STUDENT/EMPLOYER DEMAND.

8) Workforce Need and Evidence of Demand. Please complete the attached *Workforce Need and Evidence of Demand Template* to support the necessity for a four-year degree for your proposed program.
Please provide your response in PDF format and limit your response to ten (10) pages. Responses in excess of the stated page limit will not be considered.

9) Evidence of unmet workforce needs. Upload statewide and regional workforce data relevant to the proposed baccalaureate degree program, and/or other evidence that the BDP to be offered will help address unmet workforce needs.

Evidence of labor market need may include: Centers of Excellence (COE) report; statistical projections of growth in specific jobs by county (or labor market area) from the EDD LMI system; recent employer surveys; industry studies; regional economic studies; job advertisements for positions in the college's service area; newspaper or magazine articles on industry or employment trends; studies or data from licensing agencies or professional associations. A Centers of Excellence (COE) Labor Market Assessment is preferred and should document relevant workforce data and information about the occupations your program will prepare students to enter.

Refer to the California Community Colleges Chancellor's Office Program and Course Approval Handbook, 8th Edition pp. 99-102, for information on Labor Market Information analysis and considerations.

10) Summary Analysis of Evidence.
Provide a summary analysis of the statewide and regional workforce data (LMI) and other evidence submitted in response to Application Question 9. Describe how your proposal and evidence fulfills the

following:

a. that employers are having difficulty filling positions that require a baccalaureate degree?

b. that employers are willing to pay baccalaureate degree holders more than those with a related associate degree or no postsecondary degree?

c. that employers prefer candidates with the proposed baccalaureate degree?

d. Evidence of job placement and/or promotion opportunities for candidates with a baccalaureate degree?

e. Evidence that the occupation/field the proposed baccalaureate degree is in will provide for higher-wage job opportunities?

Attach your narrative response in Word or pdf format.

11) **Optional Attachments:**

   a. Evidence of state licensing or regulatory change: (If applicable) provide evidence that the licensing or other regulatory body overseeing the occupation has changed the educational requirements for practicing professionals.
   b. Letters from Partners or Employers
   c. Committee meeting minutes or recommendations.

Please provide your response in PDF format.

Program Quality and Curriculum Design

12) **Program Description**. Please complete and upload the *Proposed BDP Description Template*. This form collects general information about the program as well as lower and upper division courses. This document will be shared with CSU, UC, and AICCU for the purposes of intersegmental review for non-duplication. Please provide your response in PDF format. No page limit.

13) **Program Quality and Curriculum Design**. Please submit curriculum and program details for the proposed baccalaureate degree program using the attached *Program Quality and Curriculum Design* form. This document asks about the upper division curriculum development and an approval process, catalog description, articulation, and industry alignment. Please provide your response in PDF format and limit to twelve (12) pages. Responses in excess of the stated page limit will not be considered.

Administrative and Funding Plans

Per Education Code section 78042(d)(3), a district shall have the expertise and resources to offer a quality baccalaureate degree in the chosen field of study.

14) **Administrative and Funding Plans**. Please complete and upload the *Administrative and Funding Plan template.* This document asks what led to the development of the proposed degree, how it fits in with the higher education master plan, faculty qualifications, student support services, impacts to resources (physical, technological, equipment, and financial), and a budget showing the institution's capacity to start and maintain the proposed program.

See Education Code section 78042(f)(2), and the Program and Course Approval Handbook, 8th edition, p. 27, for details on curriculum standards (criteria C) and adequate resources (criteria D).

Please provide your response in PDF format. Please limit your response to twelve (12) pages. Responses in excess of the stated page limit will not be considered.

15) The Chancellor's Office recommends that districts adopt policies and practices consistent with the Budgeting Best Practices published by the Government Finance Officers Association (GFOA). Foremost among these best practices is consideration of financial reserves. The Chancellor's Office recommends that districts adopt formal policies to maintain sufficient unrestricted reserves with a suggested minimum of two months of total general fund operating expenditures. See Memo FS 22-03 Fiscal Forward Portfolio and Budget Architecture and Development Recommendations. Please provide a copy of your district's formal policy to maintain unrestricted reserves.

Upload any additional documentation you would like to include with your application here. This is OPTIONAL.

College Certification Page

This page collects information on the college president, vice president of instruction, and academic senate president in order for each to certify this submission. Once this page is completed, an email will be sent to each person asking them to certify the submission by signing their name electronically. Once all parties have certified, the application will be formally submitted.