

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 Summary of Workforce Need and Demand Template](#). You are also required to upload the BDP Labor Market Assessment and all required elements of Evidence of Regional Consultation. You will also have the opportunity to upload optional supporting documentation such as 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 may 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 Substantive Change Approval.** Our district has applied for or 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 provisional 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 Demand

This page requires you to complete and upload the [Summary of Workforce Need and Demand template](#) 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)), as described below. 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:** your program must submit evidence of regional consortia review and/or recommendation, pursuant to title 5, section 55130.

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

REQUIRED ATTACHMENTS:

8) Evidence of Workforce Need and Demand. Please complete the attached [Summary of Workforce Need and 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 may not be considered.

9) Labor Market Assessment. Upload the required BDP Labor Market Assessment Report produced by your regional Center of Excellence. The assessment should document relevant workforce data and information about the occupations your program will prepare students to enter. The report must be submitted in its original form as an attachment. The report must include the following:

a. State Data Analysis

- **Educational Requirements and Certifications:** Summarize the educational requirements, licensing, or third-party certifications needed for up to five identified occupations that the program targets as entry-level positions.
- **Work Experience:** Detail the typical work experience preferred for these occupations.
- **Degree Alignment:** Analyze whether the proposed degree aligns with educational requirements for the target occupations.
- **Preference for Bachelor's Degree Holders:** Evidence that employers prefer entry-level workers who hold a bachelor's degree in the proposed field.
- **Salary Differentials:** Evidence that employers offer higher salaries to entry-level



workers with a bachelor's degree compared to those with an associate degree or no degree.

- **Outlook:** Provide projected 10-year and annual average job openings for the target occupations in California.

b. Regional Data Analysis

- **Historical Employment Trends:** Analyze historical employment trends for the target occupations in the region.
- **Projected Demand:** Detail projected 10-year and annual average job openings to establish demand for workers in the region.
- **Projected Supply:** Include historical and projected annual average graduates from similar higher education programs in the region, factoring in the anticipated completions from your new program.
- **Occupational Wages:** Compare entry-level wages (25th percentile) for the target occupations against the living wage requirement for a single adult and a single parent with one child in the region.

c. Center of Excellence Director Letter of Certification

- The report must include a signed letter of certification from the Center of Excellence director that this labor market assessment was conducted specifically for the proposed baccalaureate degree program using the Center of Excellence Baccalaureate Degree Program Labor Market Assessment protocols.

Please provide your response in pdf format.

10) Evidence of Regional Consultation. Attach the following evidence that shows regional stakeholders (employers and workforce development boards) were consulted regarding their workforce needs, specifically related to the need for baccalaureate degree holders and difficulties filling occupations the bachelor's program will prepare students to enter.

- a. Consultation with Regional Employers:** Attached evidence should include analysis from one or more of the following employer engagement activities:
- **Option 1: Employer Advisory Board or Working Group:** Engage an advisory board or working group comprising regional employers. Document discussions and insights on workforce needs, skill gaps, and the value of a bachelor's degree in the proposed field.
 - **Submit a standalone analysis** of these discussions and insights, and include information on the consulting group (number of employers, approx. number of workers in the occupation the businesses represent, etc.).
 - **Option 2: Employer Survey:** Conduct a survey targeting employers who hire for occupations related to the proposed bachelor's degree. The survey should gather data on the current demand for employees, required qualifications, entry-level wages, and any difficulties in finding qualified candidates.



- **Submit a standalone summary** of the employer survey findings, information on the survey effort (methodology and sample results), and a copy of the survey instrument that was used.
- b. **Consultation with Regional Workforce Development Boards:** Include evidence that regional workforce development boards were consulted about the new program.
 - **Submit evidence of discussions and insights with Regional Workforce Development Boards** on workforce needs, skill gaps, and the value of a bachelor's degree in the proposed field. Evidence can include a **written summary of these discussions, meeting minutes, correspondence, or official statements** from the boards confirming their support or feedback on the proposed degree program; or **provide documentation** of any collaborative efforts or endorsements from these boards.
- c. **Regional Consortium Program Recommendation:** Submit evidence that your regional consortia has reviewed and/or recommended your proposed program.
 - **Submit evidence of program recommendation**, which may include regional consortia meeting minutes, screenshots from the CTE Program Recommendation website (<https://regionalcte.org/>) showing your program was recommended, or other official documentation.

Attach your narrative response in Word or pdf format.

11) Optional Attachments:

- a. Letters from Partners or Employers
- b. Committee meeting minutes or recommendations.
- c. Other evidence to support the need for your proposal

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.