

BACCALAUREATE DEGREE PILOT PROGRAM HANDBOOK

2016

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE
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Title 5, section 55009. Baccalaureate Degree Pilot Program Handbook

- (a) The Chancellor shall prepare and maintain a handbook detailing requirements for district baccalaureate degree pilot programs established pursuant to Education Code Section 78041. The handbook shall include, but not be limited to, requirements related to admissions, curriculum, student services, and financial aid. The Board of Governors hereby adopts and incorporates by reference into this section the Baccalaureate Degree Pilot Program Handbook established by the Chancellor's Office, as it may be revised from time to time, along with any addenda thereto.
- (b) In the event of a conflict between the provisions of the Baccalaureate Degree Pilot Program Handbook identified in subsection (a) and any other provision in title 5 of these regulations, the provisions of the handbook shall control as they relate to the administration of the district baccalaureate degree pilot programs established pursuant to Education Code Section 78041.

The Baccalaureate Degree Pilot Program Handbook was created by the California Community Colleges Chancellor's Office pursuant to title 5, section 55009(a) and is consistent with section 55009(a). The provisions of the Baccalaureate Degree Pilot Program Handbook are incorporated by reference into section 55009, as if they were fully set forth in the text of title 5 itself.

The Baccalaureate Degree Pilot Program Handbook is not intended to address every practical, statutory and/or regulatory requirement applicable to the baccalaureate degree pilot programs or the individual participating colleges. To the extent that this Baccalaureate Degree Pilot Program Handbook is silent on an issue related to the administration of the pilot programs, the general requirements of title 5 shall apply. The baccalaureate degree pilot programs remain subject to applicable state and federal laws including, laws related to non-discrimination, due process, and student privacy.

The California Community Colleges Board of Governors and the Chancellor's Office recognize that the administration of four-year baccalaureate degree programs is a new undertaking within the California Community Colleges. Accordingly, certain existing provisions in title 5 applicable to the administration of existing community college programs are inconsistent with the administration of four-year baccalaureate degrees. This Baccalaureate Degree Pilot Program Handbook identifies these areas of inconsistency and sets forth rules for the administration of the baccalaureate pilot programs. Consistent with title 5, section 55009(b), in the event of a conflict between the provisions of this Baccalaureate Degree Pilot Program Handbook and any other provision in title 5 as they relate to the administration of the baccalaureate degree pilot programs, the provisions of this handbook shall control as a matter of law.

Note: Unless otherwise noted, all statutory references are to California Education Code and all regulatory references are to California Code of Regulations, title 5.

TITLE 5 COMPLIANCE/REGULATORY

Limitation on Enrollment

Community colleges participating in the baccalaureate degree pilot program may determine that the number of applicants to the program exceeds program capacity and may admit students in accordance with any one of the following procedures:

1. A multi-criteria screening process, as detailed in section two, below.
2. A random selection process.
3. A blended combination of random selection and a multi-criteria screening process.

Application for Admission

The application process for admission into the baccalaureate degree pilot programs will require two separate applications. The first application will be to the community college under standard community college enrollment rules applicable to that particular college pursuant to Education Code Section 76000 et seq., and a second application will be admission to the baccalaureate degree pilot program offering the specific degree, which will be developed by the pilot college.

Admission/Selection Criteria

Admission to a community college hosting the baccalaureate degree pilot program does not guarantee admission into the pilot program. Students who wish to declare a major in the baccalaureate degree pilot program may need to meet minimum criteria in order to be admitted into the program. Admission into the pilot program may be selective due to availability of practicum sites, limitations in the number of students who can be accommodated in the program and/or other limitations. Students admitted to the baccalaureate degree pilot program must be able to meet the essential elements of the courses and programs.

Community colleges participating in the baccalaureate degree pilot program may use a multi-criteria screening process to evaluate applicants for admission. This process may include, but shall not necessarily be limited to, all of the following:

1. Academic degrees or diplomas, or relevant certificates, held by an applicant.
2. Grade-point average in relevant coursework.
3. Any relevant work or volunteer experience.
4. Professional licensing and/or state/national certification.
5. Life experiences or special circumstances of an applicant, including, but not necessarily limited to, the following experiences or circumstances: disability, low family income, first generation of family to attend college, need to work, disadvantaged social or educational environment, extenuating circumstances, refugee or veteran status.
6. Proficiency or advanced level coursework in languages other than English.

Community colleges participating in the baccalaureate degree pilot program shall grant priority enrollment and admission to military veterans, foster youth, students in the Community College

BACCALAUREATE DEGREE CURRICULUM

All baccalaureate degrees offered by a California community college must meet the minimum requirements outlined in this section. These requirements are designed to ensure the baccalaureate degrees are equivalent or superior to other baccalaureate degrees offered by other community colleges or universities throughout the United States. Each degree program must include the following:

1. A combination of lower division and upper division coursework totaling a minimum of 120 semester or 180 quarter units that are applicable to a baccalaureate degree as defined within these guidelines.
2. Completion of the CSU General Education Breadth or Intersegmental General Education Transfer Curriculum pattern.
3. Completion of a minimum of 24 semester or 36 quarter units of upper division courses, including a minimum of six semester or nine quarter units of upper division general education.
4. An identified major that includes a minimum of 18 semester or 27 quarter units of lower division courses and 18 semester or 27 quarter units of upper division courses.

The following subsections outline the details of each of these requirements and provide instructions on submitting baccalaureate degree curricula to the California Community Colleges Chancellor's Office. For areas not included in these guidelines, colleges are to refer to current adopted requirements listed in the California Code of Regulations and the Program and Course Approval Handbook as applicable.

Lower Division Coursework

A. Degree Applicable Lower Division Courses

Lower division courses are consistent with the requirements for associate degree applicable credit courses outlined in the California Code of Regulations title 5, section 55062. These courses include the following:

1. All lower division courses accepted toward a baccalaureate degree granted by the CSU or UC or designed to be offered for transfer.
2. Credit courses that apply to the major or area of emphasis in career technical fields that would typically be applicable to an associate degree.

Title 5, section 55062 permits colleges to designate nontransferable courses in mathematics (elementary and beginning algebra), reading, English, and English as a Second Language as applicable for an associate degree; however, these courses do not transfer to four-year universities and the units are not applicable to baccalaureate degree programs.

B. Lower Division General Education Requirements

All students are expected to complete lower division general education as part of the lower division course requirements for a baccalaureate degree. Currently, the only allowable lower division general education patterns for baccalaureate degrees are CSU General Education Breadth or the Intersegmental General Education Transfer Curriculum, which consists of two versions, one intended for students transferring to a CSU and one for students planning to transfer to a UC campus. Since it is not the primary intent of the community college baccalaureate degree program to facilitate transfer, either of these options may be used. Colleges have the option to designate only one option as acceptable for their baccalaureate degree, but such a restriction is not required. Locally defined associate degree general education patterns that are consistent with the title 5, section 55063 are not applicable for baccalaureate degree programs.

C. Lower Division Major Requirements

As required for associate degrees in title 5, section 55063, colleges should identify a minimum of 18 semester or 27 quarter units of lower division coursework in the declared major for each baccalaureate degree. A declared major is defined as a single field of study or related fields, as listed in the community colleges Taxonomy of Programs or an area of emphasis involving lower division coursework, which prepares students for the identified field of baccalaureate study.

Upper Division Coursework

A. Definition of Upper Division

Upper division courses are defined as requiring lower division knowledge and applying that knowledge as demonstrated measures of critical thinking through writing, oral communication or computation. Upper division coursework may also encompass research elements, workforce training, apprenticeships, internships, required practicum or capstone projects. Upper division courses typically will have one or more lower division or upper division prerequisites that have been established using content review of the entry skills necessary to be successful as outlined in title 5, section 55003. Courses that have been designated as upper division are only intended to be applicable to baccalaureate degrees.

B. Upper Division Unit and General Education Requirements

Each baccalaureate degree must require a minimum of 24 semester or 36 quarter units of upper division coursework including, a minimum of six semester or nine quarter units of upper division general education courses. Upper division general education courses should come from at least two disciplines outside of the major, one of which must have an emphasis in written communication, oral communication or computation. These upper division general education courses may be developed in any discipline, but the courses should relate to the required coursework for baccalaureate students. Upper division general education courses are intended only for baccalaureate students and should not be open to students who are not enrolled in the baccalaureate program.

C. Upper Division Major Requirements

Each baccalaureate program must include a minimum of 18 semester or 27 quarter upper division units within the identified major for the baccalaureate degree. A major is defined as a single field of study from the Classification of Instructional Programs. Colleges may determine that a lower division course meets the requirements for an identified upper division course requirement, but the minimum number of upper division units must still be completed.

All courses designated as an upper division major requirement must be completed with a grade of C or better.

Numbering of Courses

No common numbering system is required for baccalaureate degree programs, but colleges must create a numbering system that clearly delineates lower and upper division courses and include the numbering system information in the college catalog. Two possible numbering systems are those used by the CSU and UC systems.

Colleges wishing to use a numbering system similar to the CSU campuses would number their courses as follows:

s	n	FRESHMAN OR FIRST YEAR COURSES
s	n	SOPHOMORE OR SECOND YEAR COURSES
s	n	* JUNIOR OR THIRD YEAR COURSES
s	n	SENIOR OR FOURTH YEAR COURSES

Colleges wishing to use a numbering system similar to the UC campuses would number their courses as follows:

s	n	LOWER DIVISION COURSES FRESHMAN AND SOPHOMOR
s	n	UPPER DIVISION CURRICULUM JUNIOR AND SENIOR

College catalogs must clearly indicate when courses are applicable to the associate degree but not applicable to baccalaureate degrees. Colleges may wish to develop a numbering system for these types of courses.

Taxonomy of Programs and Classification of Instructional Programs

All baccalaureate degrees must have an identified code from the Classification of Instructional Programs. Those codes may be located on the National Center for Education Statistics website at: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

All degrees offered by a California community college must also identify the appropriate code from the Taxonomy of Programs. The Taxonomy of Programs can be found on the California Community Colleges Chancellor's Office website at: http://extranet.cccco.edu/Portals/1/AA/Credit/2013Files/TOPmanual6_2009_09corrected_12.5.13.pdf

To assist colleges with properly identifying a Taxonomy of Programs and Classification of Instruction Programs code for their baccalaureate degrees, the Chancellor's Office has created a crosswalk between the different types of codes. This crosswalk can be found on the California Community Colleges Chancellor's Office website at: <http://extranet.cccco.edu/Portals/1/AA/Credit/CrosswalkTOP6to2010CIP.pdf>

Course Repetition

All courses (both lower and upper division) for community college baccalaureate degrees must FOLLOW THE REGULATIONS ON COURSE REPETITION OUTLINED IN TITLE 5 provides regulation on the designation of a course as repeatable, but none of the criteria are applicable to upper division courses at the community colleges; therefore, no upper division courses may be designated as repeatable in the community colleges. The remaining course repetition provisions outlined in section 55040 are applicable to upper division courses. Colleges should review their existing policy on course repetition and make any necessary updates to include upper division course work in allowable circumstances as currently permitted in law.

Curriculum Submission and Approval Process

Lower division courses and programs will be submitted in the Curriculum Inventory. Please send an email with the title of the course or program to LDCurriculum@cccoco.edu, to expedite approval of the lower division course and programs.

Colleges will be required to fill out the upper division course form and the upper division program form for their pilot program curriculum. The link for these forms will be sent out to all of the pilot colleges. Please send an email to UDCurriculum@cccoco.edu, once the forms have been submitted to expedite the approval of upper division courses and program.

Once the course and/or program form is submitted, information on the form will be reviewed and approved through the Chancellor's Office. After the course and/or program have been approved, the Chancellor's Office will assign a control number and the approval information will be sent to the program contact(s) at the college.

Substantial and Non-substantial Changes

Substantial and non-substantial changes to lower division courses will continue to be made through

MINIMUM QUALIFICATIONS FOR FACULTY TEACHING BACCALAUREATE CURRICULUM

Lower Division Curriculum

Any faculty member teaching lower division courses that are part of an approved baccalaureate degree program must possess the minimum qualifications outlined in the handbook entitled Minimum Qualifications for Faculty and Administrators in the California Community Colleges, which are based on the requirements outlined in title 5, section 53410.

Colleges that offer a baccalaureate degree may choose to hire a faculty member who is determined to have qualifications that are equivalent to the minimum qualifications to teach lower division baccalaureate courses. All determinations of equivalence to the minimum qualifications should follow each district's approved policy and be consistent with the requirements in title 5, section 53430.

Upper Division Curriculum

Any faculty member teaching upper division courses that are part of an approved baccalaureate degree program must satisfy one of the following criteria:

1. Possession of a master's degree, or equivalent foreign degree, in the discipline of the faculty member's assignment as listed in Minimum Qualifications for Faculty and Administrators in the California Community Colleges.

2. In disciplines where the master's degree is not generally expected or available, but where a related bachelor's or associate degree is generally expected or available, possession of either:

s ! MASTER S DEGREE OR EQUIVALENT FOREIGN DEGREE IN THE DISC
faculty member's teaching assignment and two years of professional experience directly
related to the faculty member's teaching assignment and any appropriate licensure; or

s ! BACHELOR S DEGREE OR EQUIVALENT FOREIGN DEGREE IN THE DI
faculty member's teaching assignment and six years of professional experience directly
related to the faculty member's teaching assignment and any appropriate licensure.

3. In disciplines where the master's degree is not generally expected or available, and where a related bachelor's or associate degree is not generally expected or available, possession of either:

s ! NY MASTER S DEGREE OR EQUIVALENT FOREIGN DEGREE AND TWO
experience directly related to the faculty member's teaching assignment and any
appropriate licensure; or

C. CalWORKs, EOPS and CARE (Cal. Code Regs., tit. 5, § 56620)

California Work Opportunities and Responsibility to Kids (CalWORKs): Eligibility for CalWORKs is determined by each county.

H. Completion of Certificates

2. Upper Division Coursework Fee (Ed. Code, § 78042(g)(5); Cal. Code Regs., tit. 5, § 58520)

Currently \$84/unit for semester system colleges and \$56/unit for quarter system colleges are charged on all upper division courses that are part of an approved baccalaureate degree pilot program. This additional fee for upper division coursework is not required to be reported to the California Community Colleges Chancellor's Office for purposes of state apportionment offset.

3. Nonresident Tuition Fee (Ed. Code, § 76140 et seq.)

Unless the student is eligible for an exemption or waiver, the nonresident tuition fee is required to be charged on both lower and upper division courses for all students who have been classified as having nonresident status for tuition purposes pursuant to Education Code Section 68000 et seq., and title 5, section 54000 et seq. Depending on district policy, nonresident students may also be subject to being charged a "capital outlay fee" pursuant to Education Code Section 76141. Depending on district policy, nonresident applicants who are both citizens and residents of a foreign country may also be charged a "processing fee" pursuant to Education Code Section 76142. These potential additional charges are not applicable to students who are eligible for an exemption from the nonresident tuition fee or who are otherwise exempt from these additional charges pursuant to criteria provided in the corresponding California Education Code statutes noted above.

4. Assembly Bill 540 Students (Ed. Code, § 68130.5; Cal. Code Regs., tit. 5, §§ 54045.5 and 58003.6)

Assembly Bill 540 students are also exempt from the nonresident tuition fee for the baccalaureate degree pilot program.

L. Athletic Eligibility

Students enrolled in the baccalaureate degree pilot program may be eligible for participation in California community college athletics. Eligibility is determined according to the rules and regulations outlined in the California Community Colleges Athletics Association constitution and bylaws. Students enrolled in a baccalaureate degree pilot program who are interested in participating in intercollegiate athletics should contact their college's athletic director prior to enrollment as each college is required to certify athletic eligibility for their students.

ASSESSMENT OF PREVIOUSLY EARNED DEGREES AND PRIOR LEARNING

Advanced Placement, College Level Examination Program and International Baccalaureate

Baccalaureate pilot colleges may grant lower division credit to students completing exams offered through Advanced Placement, the College Level Examination Program, and the International Baccalaureate programs. These units may be used to satisfy lower division major requirements as well as lower division general education requirements, in accordance with the college's published policies.


Prior Learning Assessment

Baccalaureate pilot colleges should follow their existing policies/procedures to evaluate the prior experience of baccalaureate students to determine if any previous experience is equivalent to specific courses, degree requirements, or elective units. Baccalaureate pilot colleges should review their existing policy, determine whether prior learning may be used to satisfy any upper division requirements, and update their existing policies accordingly.

Prior Completion of an Associate Degree

Colleges offering community college baccalaureate degrees should make every effort to give incoming students from other colleges the maximum amount of credit possible for courses that have already been completed as part of an associate degree program and are applicable to the baccalaureate degree. Each of the areas listed below must be addressed by baccalaureate degree granting colleges with the goal of preventing students from having to repeat courses whenever appropriate. These colleges must develop local policies that address these issues, and information about these policies should be published in the college catalog.

1. If the student did not previously complete a CSU General Education Breadth or Intersegmental General Education Transfer Curriculum, the student must complete additional lower division general education courses to meet the baccalaureate general education requirements.
2. Any courses used to earn an associate degree that are not transferable cannot be used. For example, courses such as Beginning Algebra, Intermediate Algebra and a writing course that is a prerequisite for freshman composition are applicable to the associate degree, but these courses would not be applicable to a baccalaureate degree as they do not transfer to either the CSU or UC systems. For this reason, students entering the baccalaureate program with a previously completed associate degree may need to complete additional lower division units to complete the requirements for the baccalaureate degree program.

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3. Previously completed general education courses should be evaluated for substitution

