**Program Outline**

**Title:**

**Originator: Date** Click or tap to enter a date.

**Department:**

**College/Learning Pathway/Engagement Center:** Choose an item.

[ ]  **Moreno Valley College** [ ]  **Norco College** [ ]  **Riverside City College***(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)*

**TOPs Code:** **CIP Code:**

**Type of Program:**[ ]  Certificate of Achievement only [ ]  Locally approved certificate (8-units or less) only

[ ]  Associate Degree only [ ]  Certificate of Achievement and Degree

**Type of Associate Degree:** [ ]  Associate of Arts [ ]  Associate of Science

**This is a:** [ ]  New certificate/degree\* [ ]  Modification to an existing certificate/degree

**\*New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

[ ]  Yes, minutes attached [ ]  Approval Pending

[ ]  No Capital or Budgetary Impacts

**If this is a modification to an existing certificate/degree, please specify the changes being made:**

*(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)*

**Rationale:**

*(Please note: This information will be presented to the Board of Trustees.)*

**Required Documentation**

Please submit this form and the documents outlined below to your college’s Instructional Program Support Coordinator (IPSC) and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

**All Degrees and Certificates**

[ ] Evidence of district-wide discipline communication

[ ] Department minutes showing approval

[ ] Narrative *(see following page)*

[ ] Transfer preparation documentation *(only if applicable)*

**Degrees and Certificates of 8 Units or More with Vocational TOPs Codes**

**In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor’s Office for approval.\***

[ ] Labor Market Information and Analysis *(Required for new programs and modifications.)*

[ ] Advisory Committee Recommendation *(Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.)*

[ ] Regional Consortium Recommendation *(Required for new programs only.)*

*\*Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor’s Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

**Program Narrative**

**Item 1. Program Goals and Objectives**

*For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.*

**Item 2. Catalog Description**

*Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.*

**Item 3. Program Requirements**

*Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.*

Required Courses: .units

|  |  |  |  |
| --- | --- | --- | --- |
| Course | Title | Units | Sequencing |
| EXM-1 | Example Course 1 | 3 | Semester 1, Fall |
| EXM-2 | Example Course 2 | 3 | Semester 2, Spring |
|  |  |  |  |

Elective Courses: .units

|  |  |  |  |
| --- | --- | --- | --- |
| Course | Title | Units | Sequencing |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Total Program Units: .units

**Item 4. Master Planning**

*Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.*

**Item 5. Enrollment and Completer Projections**

*Projection of number of students to earn certificate/degree annually.*

**Item 6. Place of Program in Curriculum/Similar Programs**

*Must address how the certificate/degree fits in college’s existing inventory.*

**Item 7. Similar Programs at Other Colleges in Service Area**

*Justification of need for certificate/degree in the region.*

**Item 8. Transfer Preparation Information (if applicable)**

*If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.*