**For adding or removing courses from an existing program and/or the total number of required unit changes, the following is required:**

* *The Course Report should reflect only the current courses required as a result of the nonsubstantial change proposal (remove any courses that will not be associated with the program after the nonsubstantial change is approved).*
* *Ensure all Course Outlines of Record are attached as supporting documentation for all courses listed in the Course Report.*
* *Submit a revised Program Requirements table (narrative item #3).*
* *If the selected associate degree program goal includes Transfer (equals “Transfer” or “Career Technical Education (CTE) and Transfer”), submit revised Transfer Documentation (where applicable).*

*The college may elect to revise the previously submitted program proposal narrative with track changes or color-coded text to indicate content changed in the proposal narrative.*

**Item 3. Program Requirements**

The program requirements must be consistent with the catalog description (as entered in Item 2 above). 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 and required or restricted electives), subtotal of core units, and total program units. For each course, indicate the course department number, course title, and unit value.

**Course Sequence –** ensure the program requirements demonstrate how the required courses must be completed in sequence by term (semester or quarter), including prerequisite courses if applicable. The sequence must be arranged so that a full-time student could complete a degree program in two years, except in the case of a high-unit technical or health occupation program where a sequence longer than two years is necessary. Students who begin college in need of developmental courses in reading, writing, and/or mathematics may need more than two years to complete a two-year program. Ensure the general education requirement pattern(s) specified does not constrain students' individual general education choices unless specific general education courses are recommended to enhance student preparation for a field of study. The program requirements table may include the course sequence (as shown in the sample below) or the course sequence may be shown separate from the program requirements table, so long as both are addressed in item three of the narrative.

A **sample** table format (with program requirements and course sequence combined) is shown below (for illustration purposes only):

Certificate of Achievement: Administration of Justice

A.A. Administration of Justice

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Requirements** | **Dept.**  **Name/#** | **Name** | **Units** | **CSU**  **-GE** | **IGETC** | **Sequence** |
| Required Core  (6 units) | ADMJ 50  ADMJ 60 | Introduction to Justice  Criminal Law | 3  3 | A1  B2 | Area 1  Area 4 | Yr 1, Fall  Yr 2, Spring |
| Two courses (6 units) | ADMJ 40  ADMJ 55  ADMJ 61  ADMJ 63  ADMJ 70  ADMJ 80  ADMJ 85 | Juvenile Justice Procedures Introduction to Correctional Science  Evidence  Criminal Investigation Community Relations Criminal Trial Process Introduction to Forensics | 3  3  3  3  3  3  3 | A1 | Area 2 | Yr 1, Fall  Yr 2, Spring Yr 2, Spring Yr 1, Summer  Yr 1, Fall/Spring  Yr 2, Fall/Spring  Yr 1, Spring/Summer  Yr 2, Fall |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Two courses (6 units) | SOC 1  PSY 1  PSY 5 | Principles of Sociology General Psychology Behavioral Sciences | 3  3  4 | D6  A1 | Area 1 | Yr 2, Spring Yr 1, Summer Yr 1, Fall |

Required Core Total: 6 units

TOTAL UNITS: 18 units

Proposed Sequence:

Year 1, Fall = 6 units

Year 1, Spring = 6 units

Year 1, Summer = 3 units

Year 2, Fall = 3 units

TOTAL UNITS: 18 units

*0r*

Year 1, Fall = 9 units

Year 1, Spring = 9 units

TOTAL UNITS: 18 units

If the program goal selected is “**Career Technical Education (CTE),”** then the set of requirements 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.