



TO: Chief Executive Officers
Chief Instructional Officers
Chief Student Services Officers
Academic Senate Presidents
Articulation Officers
Transfer Center Directors

FROM: Dr. Aisha Lowe, Vice Chancellor, Educational Services & Support

RE: Associate Degree for Transfer: Guidance on Degree Versioning Phase-Out

The purpose of this memorandum is to notify all colleges of policy changes regarding the phase-out of Associate Degree for Transfer (ADT) degree versions when the Transfer Model Curriculum (TMC) undergoes substantive changes. To date, only the Business Administration TMC has undergone a substantive change since the TMC was established in 2010. The guidance contained in this memorandum pertains to that TMC currently in transition and all TMCs that undergo changes in the future.

ADT Degree Phase-In

It is important to reiterate established policy regarding the phase-in of new TMCs, which includes any new TMC versions. Per Education Code 66746, colleges with an existing program (e.g., same TOP code) have eighteen (18) months from the date of a new TMC's release to activate a corresponding ADT degree. The Chancellor's Office releases new TMCs twice per year (February 1 and September 1).

ADT Degree Phase-Out

From this point forward, beginning on the release date of a new version of a TMC, all CSU campuses will retain similar pathways for no less than three years from the date of a new TMC's release. Once a new version of a TMC (e.g., Business Administration 2.0) has existed for three years, CSU campuses may opt to no longer designate similar pathways for the prior version (e.g., Business Administration 1.0). This three-year minimum in no way prohibits CSU campuses from continuing similar pathways for more than three years.

In instances where a new TMC version is released by the Chancellor's Office on February 1, availability of similar pathways to the CSU will persist through the end of the third academic year.

This policy change applies to the Business Administration 2.0 ADT and all future TMC version changes.

Version Management in the Chancellor’s Office Curriculum Inventory (COCI)

The Chancellor’s Office Curriculum Inventory (COCI) keeps record of each community college’s degree offerings both past and present. A degree that is currently being offered at a college is considered “active” in COCI, while a degree that is no longer offered at a college is considered “inactive.” With respect to degree versions, COCI currently allows for a college to simultaneously have two “active” versions of any given degree. **Going forward, COCI will be revised so that a college may only have one “active” version of a degree to ensure there is a clear transition to a new version when activated.** For example, a college will no longer be able to deem both versions of the Business Administration degree (i.e., versions 1.0 and 2.0) as “active” simultaneously. Once a new version of a degree (e.g., Business Administration 2.0) is approved by the Chancellor’s Office, colleges will begin the process of transitioning to the new version. Once a college deems that new version “active” in COCI, the college must ensure the prior degree version (e.g., Business Administration 1.0) is deemed “inactive” in COCI. While there may still be students completing version 1.0 of the degree locally, this will ensure all new students enroll in version 2.0 of the degree from that point forward. As noted above, that transition must take place within 18 months.

Student Catalog Rights and ADT Awards

Community colleges may continue to confer the prior degree version based on local college catalog rights. Students, especially part-time students, should be made aware of the reduced availability of CSU similar pathways after three years. Although CSU campuses may cease to accept an ADT after the three-year phase-out period, Cal State Apply will continue to list similar pathways beyond three years within the extended Cal State Apply profile section to allow applicants to indicate that they have received, or are in progress to receive, that ADT.

ADT Versioning Processes and Timelines Summary

The table below summarizes the ADT versioning processes and timelines:

ADT/TMC Degree Versions	CCCs transition to the new degree version within 18 months of its publication by the CCCCCO <ul style="list-style-type: none">• Revised versions are released every February 1 and September 1• Colleges transition to new version every August of the next year (ex. February 2022 – August 2023) or March two years from the release year (ex. September 2022 – March 2024).
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COCI Active Degrees	During the 18-month degree versioning transition, once a CCC activates version 2.0 of the degree, version 1.0 must become inactive and no longer accept new student enrollments. This can take place anytime within that 18-month time span.
Catalog Rights	Although version 2.0 is activated (and version 1.0 deactivated and closed to new enrollments), colleges will still need to “teach-out” version 1.0 per local students’ catalog rights.
CSU Similar Pathways	All CSU campuses will retain similar pathways for no less than three years from the date of a new TMC’s release. <ul style="list-style-type: none"> For versions released February 1, CSUs will retain similar pathways through the end of the spring term (three years later).
Cal State Apply Profile	The Cal State Apply profile section will continue to allow applicants to indicate that they have received, or are in progress to receive, a version 1.0 ADT beyond three years (to accommodate students who may need additional time to complete their degree).

Sample Timeline: Degree Versioning Phase-Out

Below is a timeline that uses the Business Administration ADT as an example of degree versioning phase-out. Appendix A provides a detailed version of this timeline.

Term	Activity
Spring 2021	Chancellor’s Office releases new TMC; 18-month phase-in begins; three-year CSU end-date clock begins. College-level new course development begins (as necessary). Submittal of degree approval requests to the Chancellor’s Office begins.
Fall 2021	Cal State Apply 2022-23 application cycle begins. Business Administration 1.0 pathways continue to be listed as similar major for CSU campuses.
Spring 2022	CCC Catalog production for 2022-23 academic year. Colleges with their Business Administration 2.0 degree listed as “approved” in the COCI can plan for a Fall 2022 activation and a Business Administration 1.0 inactivation.
Fall 2022	18-month deadline to activate Business Administration 2.0. Cal State Apply Fall 2023-24 application cycle begins. Business Administration 1.0 continues to be listed as similar major for CSU campuses.

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Spring 2023	Students with catalog rights may still be awarded the Business Administration 1.0 degree beyond this term. Colleges whose Business Administration 2.0 degree are given “approved” status in the COCI after the 2022-23 catalog production deadline may activate the degree and inactivate the Business Administration 1.0 degree (if the college does spring catalog addendums). Otherwise, changes occur upon the release of the 2023-24 catalog.
Summer 2023	Cal State Apply Spring 2024 application cycle begins in August. Business Administration 1.0 continues to be listed as similar major for CSU campuses.
Fall 2023	Cal State Apply 2024-25 application cycle begins. Business Administration 1.0 similar pathway listings are now optional for CSU campuses.

Questions regarding this guidance should be directed to Bob Quinn at bquinn@cccco.edu.

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Appendix A: Three Year TMC Phase-Out Process

Approximate Month(s)	Term	Responsibility	Task	Important Notes
Feb	Spring 2021	CCCCO	Business Administration 2.0 TMC available on CCCCCO website/18-month phase-in implementation for CCCs/3-year CSU end-date for similar majors (timeline starts).	TIMELINE BEGINS
Jan-May	Spring 2021	College	New course development.	
Jan-Aug	Spring 2021	College	Submit degree approval request to CCCCCO.	Only for CCCs that already have existing courses that meet Business Administration 2.0 TMC requirements.
Sep-Dec	Fall 2021	College	Submit degree approval request to CCCCCO.	Only for CCCs that were able to make curriculum changes in spring 2021 that meet Business Administration 2.0 TMC requirements.
Oct-Nov	Fall 2021	CSUCO	<u>Cal State Apply - 2022-2023 application cycle begins</u>	Business Administration 1.0 ADT and similar pathways are listed (within 3-year window).
Dec	Fall 2021	College	IGETC and CSUGE submissions.	Occurs in the month of December.
Jan-Apr	Spring 2022	College	Catalog production for 2022-23.	Advisory: CCCCCO approval of 2.0 TMC may not be available in time for 2022-23 catalog production. New students starting 2022-23 on the original TMC will have fewer similar pathway options after Spring 2024.

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Approximate Month(s)	Term	Responsibility	Task	Important Notes
				CCCs can still award students who have catalog rights the original degree beyond Spring 2024.
Apr-May	Spring 2022	College	IGETC and CSUGE decisions received.	CCCs receive decisions April/May.
May-Aug	Spring 2022	College	Submit degree approval request to CCCCCO.	
Aug	Fall 2022	College	18-month phase-in deadline for new TMCs.	
Oct	Fall 2022	CCCCO	CCCCO notifies CCCs of TMC approvals/denials.	Once CCCCCO approves, CCCs will 1) activate Business Administration 2.0 in the COCI (must be for same term aligned with catalog), 2) deactivate Business Administration 1.0, and 3) publish the active ADT version in the catalog.
Sep-Dec	Fall 2022	College	CCCs notify students who have educational plans that indicate Business Administration.	Students will meet with a counselor to determine 1) which version best fits student's goal and 2) whether student meets CSU phase-out deadline to transfer by Spring 2024. NOTE: Business Administration major students need to consider their transfer term vs. CSU similar pathway phase-out date. NOTE: established CSU policy provides a pathway phase-out alert one year in advance.
Oct-Nov	Fall 2022	CSUCO	<u>Cal State Apply - 2023-24 application cycle begins</u>	Business Administration continues to be listed as similar major for CSU campuses. Spring 2024 is the last

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Approximate Month(s)	Term	Responsibility	Task	Important Notes
				term CSU campuses are required to maintain similar pathways.
Jan-Apr	Spring 2023	College	Finalize catalog production for 2023-24 (varies by campus) which will include the new Business Administration 2.0 TMC approved from 2022.	Advisory: Colleges receiving late CCCCCO TMC approvals, where the college also allows spring catalog addendums, can activate the new 2.0 version and inactivate the 1.0 version this term.
Jul	Summer 2023	CSUCO	CSUCO uploads active ADT degrees provided by CCCCCO for Fall 2024 application cycle.	
Oct-Nov	Fall 2023	CSUCO	<u>Cal State Apply - 2024-25 application cycle begins</u>	Business Administration 1.0 will continue to be listed in Cal State Apply. Designating similar pathways is now optional for CSU campuses.