

# Transfer Degree Proposal Checklist

## CurricUNET Program Proposal Review

- If you added co-contributors, did you check the boxes to give them screen rights?
- Did you provide the rationale on the cover page?
- Did you choose the catalog description and catalog year on the cover page?
- Did you include the appropriate award instructions? Is it for an A.A.-T or A.S.-T?
- Did you include all required and elective courses?
- Do the courses match the courses listed in the TMC template?
- Did you enter the program learning outcomes?
- Did you check off the footer as finished?
- Did you attach the appropriate files? Minimally, there should be the TMC template, narrative, and ASSIST documentation. .
- Does the Word Report show the correct number of units?
- Do the catalog description, courses, and PLOs match what is on the narrative?
- Other: \_\_\_\_\_

## CurricUNET Catalog Description Review

- Did you create a new catalog description for the transfer degree?
- Did you choose the catalog description from the dropdown menu on the cover page?
- \_\_\_\_\_

## TMC Template Review

- Did all of the courses in the template match the courses listed in the CurricUNET program proposal and the narrative (program requirements)?
- Do any courses with a C-ID designation align with the C-ID descriptor? If yes, have you contacted R. Cranley and had the course(s) submitted for C-ID approval?.
- If students should take courses in a sequence, have you indicated semester preference?
- Does the Word Report show the correct number of total units?
- Is the electronic version of the template completed so that it is ready for uploading to the CCC Inventory?
- \_\_\_\_\_

## Narrative Review

- Did you complete the narrative for the transfer degree proposal? Contact Barbara Adams for the electronic version of the narrative template.
- Contact Barbara Adams for enrollment numbers for question #5 of narrative.
- Did you attach the narrative (Word document) in the CurricUNET program proposal?
- Make any revisions needed, as noted by Technical Review Committee.
- It is strongly advised that you attend the curriculum committee meeting that has your proposal on the agenda to address any questions the curriculum committee members may have.
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