

Chapter 4. Majors

4.1 Overview

Students pursuing an Associate’s Degree must satisfy several requirements for the degree. One requirement is the major requirement, which can be satisfied in several ways. One way is to take the courses identified as a major in the catalog. Students who pursue this option will have the name of the major appear on their City College transcripts.

Traditionally, City College of San Francisco did not create majors that would appear on student transcripts. Departments created Awards of Achievement to give students an opportunity to take an identified set of courses while pursuing the Associate’s degree, and have the name of the Award of Achievement appear on the student transcript. We have now shifted to using majors, and many departments have converted their Awards of Achievement into a major. The process of converting an Award of Achievement to a major is fairly straightforward – see 4.4 Converting an Award of Achievement for details.

4.2 Creating a New Major

Considerations

Creating a new major requires approval at several levels. Departments should be aware of the entire process before starting, to minimize the complexity of this process.

The final level of approval of a major is at the State Chancellor’s Office. Departments will need to complete the “Application for Approval – New Credit Program”. Departments are encouraged to meet with the Dean of Curriculum early in the process to review the components of this application. Completed applications that have been accepted at the State Chancellor’s office are available in the Curriculum Office for reference.

The first step in devising a major is deciding whether the program is transfer-oriented or occupationally-oriented. Table 24 Elements of New Major Applications identifies some of the items departments will need to identify in the application for approval of a new major.

Table 24 Elements of New Major Applications

New Transfer Program	New Occupational Program
<ul style="list-style-type: none"> • Identify the four-year institutions the program will transfer to, including articulation agreements between the campuses. • If the program is based on a model curriculum, identify that model curriculum. 	<ul style="list-style-type: none"> • Identify relevant labor market information – are there enough projected job openings for the number of projected program completers? • Survey of prospective employers • If there’s an advisory committee, the names of members and minutes of key meetings with the committee

Departments pursuing a new transfer program can research articulation agreements online at www.assist.org. Contact the Articulation Director early in the process of developing your major.

Curriculum Committee

Once the relevant courses for a major have been identified, the next step in the process is for departments to bring the major to the Curriculum Committee for approval. Departments should prepare a document with the following information:

- Name of the Major
- Description of the Major
- Required and optional courses, with units
- Total number of units

In general, the format of this document should mirror how the major is to be printed in the Catalog. See Figure 43 Sample Major Text for one example; review the current Catalog for more examples.

Major in Accounting	
The major in Accounting includes instruction in principles of accounting, auditing, cost accounting, and income tax procedure.	
Course	Units
ACCT 1 Financial Accounting	4
MABS 60 Introduction to Computer Applications for Business	3
ACCT 2 Managerial Accounting	4
ACCT 59 Federal Income Tax.....	3
CLW 18 Commercial Law	3
ACCT 54 Auditing.....	3
Total Units	20

Figure 43 Sample Major Text

Consider the following when preparing this document:

- The Description should include general information about the program of study, and information about the transfer and/or occupational prospects of students who complete the program. This is also a good place to include any program-level student learning outcomes.
- Clearly define the required and optional courses for the major. Do not use phrases like “or equivalent course” – list any course equivalencies explicitly.
- Departments have flexibility in the way courses are listed. Some departments choose to identify courses based on semesters (first semester, second semester, etc.). Others choose to list a set of core courses, and then a set of optional courses. Still others create a set of core courses and then sets of courses in different tracks. All of these approaches are valid and appropriate. See the Catalog for examples.
- In general, the courses listed in a major must include any prerequisite courses. In some instances it is possible to create program prerequisites for a major. Departments considering program prerequisites should consult with the Matriculation Office before proceeding.
- If a proposed major includes coursework from another department, or could overlap the programmatic offerings of another department, departments should seek signoff from that department, using the spaces on the Program Actions cover sheet.

Once this document is complete, the department should attach the Program Actions cover sheet (available from the Curriculum Committee web site), obtain department chair and dean signatures, and submit the required number of copies to the Curriculum Office.

Post-Curriculum Committee

Once the Curriculum Committee has approved the major, the department needs to finish the “Application for Approval – New Credit Program” for submission to the State Chancellor’s Office. The Dean of Curriculum is available for assistance with this process.

Publication in the Catalog

Once a major has been approved by the Curriculum Committee, the name of the major will appear in the online catalog, and in the next printed version of the catalog, with a notation that the major is pending state approval. Details of the courses in the major will not be printed until after the department has prepared the application for submission to the State Chancellor’s Office. When the State Chancellor’s Office has approved the major, the Dean of Curriculum will make appropriate announcements to the department, counselors, and Registration and Records staff, indicating the date of acceptance and the date which students will be able to petition for the major. Full details of the major will be published in the next print catalog and online.

4.3 Revising a Major

Once a major has been approved, revisions of the major generally require much less paperwork. If the revisions are keeping within the original scope of the major, departments can submit a revised document describing the new requirements of the major, along with the Program Actions cover sheet. Follow the directions on the cover sheet when submitting copies to the Curriculum Office.

Please note that if a department revises the course number or title of one or more courses in a major, that these changes will propagate automatically to the text in the major. No separate Curriculum Committee action is required for these changes to take place.

Departments should take care when deleting courses that are included in a major. The deleted course will be removed from the set of required courses for the major. Adding a replacement course requires submission of a revised copy of the major.

Departments wishing to make significant changes to a major – adding a new option, changing the focus of the major, etc. – should consult with the Dean of Curriculum before proceeding.

Departments wishing to delete a major can do so by submitting one copy of the Program Actions cover sheet, with appropriate signatures. Deletion of a major will be handled as an informational agenda item by the Curriculum Committee.

4.4 Converting an Award of Achievement to a Major

If a department has an established Award of Achievement, they can convert this Award of Achievement to a Major. Departments should prepare a document as described above, and submit it to the Curriculum Office, following the directions on the Program Actions cover sheet.

When converting an Award of Achievement into a Major, departments have some latitude to change the required courses. If the changes in required courses are significant, additional State Chancellor Office paperwork may be required. Contact the Dean of Curriculum before proceeding.

Departments who want to create a Certificate of Achievement from an existing Award of Achievement will need to prepare additional paperwork to be submitted to the State Chancellor's Office. In most cases, the paperwork is less significant than the paperwork required to create a new program. Contact the Dean of Curriculum before proceeding.

Chapter 5. Certificates

5.1 Overview

Certificates are a way to recognize student achievement for students who are not pursuing an Associate Degree, or who are taking non-credit coursework. Credit certificate programs can be oriented towards either career or general education. Noncredit certificate programs generally can be designed to prepare students to progress in a career path or to prepare for degree-applicable or nondegree-applicable coursework.

5.1.1 Types of Credit Certificates

A **Certificate of Achievement** is a sequence of courses consisting of 18 or more units of degree-applicable coursework. Certificates of Achievement must be approved by the Curriculum Committee and the State Chancellor's Office. Students who successfully petition for a Certificate of Achievement will have the name of the certificate appear on their transcript.

A **Certificate of Accomplishment** is a sequence of courses consisting of fewer than 18 units of degree-applicable coursework. Certificates of Accomplishment must be approved by the Curriculum Committee, but do not need State Chancellor Office's approval. Students who successfully petition for a Certificate of Accomplishment will *not* have the name of the certificate appear on their transcript.

Note: it is possible to submit certificates of 12-18 units to the State Chancellor's Office for approval as a Certificate of Achievement. Contact the Dean of Curriculum for details.

5.1.2 Types of Noncredit Certificates

A **Certificate of Completion** is a sequence of courses designed to prepare students to progress in a career path or to undertake degree-applicable or non-degree applicable credit courses.

A **Certificate of Competency** is a sequence of courses preparing students to demonstrate achievement in a set of competencies that prepares the student to progress in a career path or to undertake degree-applicable or non-degree applicable credit courses.

Both types of noncredit certificates require approval by the Curriculum Committee and the State Chancellor's Office.

5.1.3 Financial Aid Implications

Students pursuing a credit certificate of 16 or more units, or a noncredit certificate of 600 or more units, may be able to receive financial aid while they are pursuing the certificate. Contact the Dean of Financial Aid and Dean of Curriculum for details.

5.2 Creating a New Certificate

Considerations

As noted above, creating a new certificate may require approval at several levels. Departments should be aware of the entire process before starting, to minimize the complexity of this process.

For Certificates of Achievement, the final level of approval is at the State Chancellor’s Office. Departments will need to prepare the “Application for Approval – New Credit Program”. Departments are encouraged to meet with the Dean of Curriculum early in the process to review the components of this application. Completed applications that have been accepted at the State Chancellor’s office are available in the Curriculum Office for reference.

For Certificates of Completion or Competency, the final level of approval is at the State Chancellor’s Office. Unlike credit certificates, the application for approval of noncredit certificates is much less complex, and can typically be done by Curriculum Office staff in consultation with the originating department.

Curriculum Committee

Once the relevant courses for a certificate have been identified, the next step in the process is for departments to bring the certificate to the Curriculum Committee for approval. Departments should prepare a document with the following information:

- Name of the Certificate
- Description of the Certificate
- Required and optional courses, with units (credit courses) or hours (noncredit courses)
- Total number of units (credit courses) or hours (noncredit courses)

In general, the format of this document should mirror how the certificate is to be printed in the Catalog. See Figure 44 Sample Certificate Text for one example; review the current Catalog for more examples.

Certificate of Achievement in Marketing	
The Certificate of Achievement in Accounting offers students interested in careers in advertising, professional sales, marketing research, business management, business promotion, and other marketing jobs specialized training for career advancement and employment.	
Course	Units
MRKT 140 Marketing.....	3
MRKT 122 Salesmanship.....	3
ACCT 1 Accounting.....	3
MRKT 148 Marketing Management and Supervision	3
SMBS 135 Small Business	3
INTR 163 International Marketing.....	3
Total Units	18

Figure 44 Sample Certificate Text

Consider the following when preparing this document:

- The description should include general information about the program of study, and information about the transfer and/or occupational prospects of students who complete the program. This is also a good place to include any program-level student learning outcomes.
- Clearly define the required and optional courses for the certificate. Do not use phrases like “or equivalent course” – list any course equivalencies explicitly.
- Departments have flexibility in the way courses are listed. Some departments choose to identify courses based on semesters (first semester, second semester, etc.). Others choose to list a set of core courses,

and then a set of optional courses. Still others create a set of core courses and then sets of courses in different tracks. All of these approaches are valid and appropriate. See the Catalog for examples.

- In general, the courses listed in a certificate must include any prerequisite courses. In some instances it is possible to create program prerequisites. Departments considering program prerequisites should consult with the Matriculation Office before proceeding.
- If a proposed certificate includes coursework from another department, or could overlap the programmatic offerings of another department, departments should seek signoff from that department, using the spaces on the Program Actions cover sheet.

Once this document is complete, the department should attach the Program Actions cover sheet (available from the Curriculum Committee web site), obtain department chair and dean signatures, and submit the required number of copies to the Curriculum Office.

Post-Curriculum Committee

For Certificates of Achievement, once Curriculum Committee approval has been obtained, the department needs to finish the “Application for Approval – New Credit Program” for submission to the State Chancellor’s Office. The Dean of Curriculum is available for assistance with this process.

Publication in the Catalog

Credit Certificates of Accomplishment submitted before the printed catalog deadline date will be published in the next version of the printed catalog.

Certificates requiring approval by the State Chancellor’s Office will initially have only their name published in the online catalog, and in the next printed version of the catalog, with a notation that the certificate is pending state approval. Details of the courses in the certificate will not be printed until after the appropriate application to the State Chancellor’s Office has been submitted. When the State Chancellor’s Office approval has been obtained, the Dean of Curriculum will make appropriate announcements to the department, counselors, and Registration and Records staff, indicating the date of acceptance and the date which students will be able to petition for the certificate. Full details of the certificate will be published in the next print catalog and online.

5.3 Revising or Deleting a Certificate

Once a certificate has been approved, revisions generally require much less paperwork. If the revisions are keeping within the original scope of the certificate, departments can submit a revised document describing the new requirements of the certificate, along with the Program Actions cover sheet. Follow the directions on the cover sheet when submitting copies to the Curriculum Office.

Please note that if a department revises the course number or title of one or more courses in a certificate, that these changes will propagate automatically to the text in the certificate. No separate Curriculum Committee action is required for these changes to take place.

Departments should take care when deleting courses that are included in a certificate. The deleted course will be removed from the set of required courses. Adding a replacement course requires submission of a revised copy of the certificate.

Departments wishing to make significant changes to a certificate – adding a new option, changing the focus of the major, etc. – should consult with the Dean of Curriculum before proceeding. If the certificate had required State Chancellor Office’s approval, additional paperwork may be required.

Departments wishing to delete a certificate can do so by submitting one copy of the Program Actions cover sheet, with appropriate signatures. Deletion of a certificate will be handled as an informational agenda item by the Curriculum Committee.