Frequently Asked Questions (FAQs)
Resulting from the Webinar

1. If a college did not submit a letter of intent on November 12, 2014, are these colleges eligible to apply for the Baccalaureate Degree Pilot (BDP) program?

   Yes, colleges that didn’t submit a letter of intent may apply for the BDP program. The purpose of the letter of intent was to inform the Board of Governors and the Chancellor about interest from the field in the pilot program and the disciplines under consideration.

2. Can a college that submitted a letter of intent change the name of the proposed degree or major?

   Yes, the college can change the name of the BDP program and the discipline.

3. Will additional funding be available for the colleges implementing the BDP program?

   No additional funding is available at this time. Per SB 850, the participating college will be able to charge an additional fee of $84 per unit for upper division course work which will accrue to the college.

4. Can we create a BDP program which may be a duplicate of a California State University (CSU) or University of California (UC) program if the closest CSU or UC is more than 400 miles away?

   No, the college’s pilot BDP program must show lack of program duplication with any UC or CSU statewide.

5. Once the College has created a BDP program, and identified the appropriate upper division courses, what is the timeline the applicant should consider in expecting the program to be approved by all parties involved with the roll out of the pilot program?

   The California Community Colleges Chancellor’s Office (CCCCO) approval processes for the BDP program will be the same as with all other program approvals. The CCCCCO is acutely aware of the urgency associated with approval and the need for careful and expedited review of baccalaureate degrees. However, colleges must also allow time for college and district curriculum and program review, as well as the required “substantive change request” that must be submitted to the Accreditation Commission for Community and Junior Colleges (ACCJC).
6. How many upper division General Education (GE) units will be required?

   The upper division GE units for CSU and UC are approximately 12 units. The Academic Senate of the California Community College (ASCCC) is actively discussing this matter and specific requirements will be identified during initial BDP program implementation.

7. Does the college have to provide enrollment projections for the upper division courses?

   The BDP program applications must provide timeline and enrollment projections for upper and lower division courses.

8. What are the minimum qualifications for faculty teaching upper division courses?

   The ASCCC is actively discussing this matter and clarification will be provided during the implementation of the BDP program. An initial recommendation is that faculty should possess a minimum of one degree higher than the program being offered; in this case, a Master’s degree.

NOTE: The Chancellor's Office is working closely with the ACCJC to ensure compliance with accreditation standards for baccalaureate degree programs. Applicants should review the “Guide for Preparing an ACCJC Baccalaureate Degree Substantive Change Proposal” at:


9. Who should sign the Application Signature form Appendix A), the College or the District representatives?

   It is up to the District and College to decide which signatures are submitted on Appendix A. However, it is strongly recommended that everyone associated with the proposed program is involved in the conversation and aware of the commitments that are being made.

10. Applicants do not have to submit the BOG Waiver Verification form (Appendix B) with the application.

   Due to concerns regarding the language for the BOG Fee Waiver, the form is currently being reviewed by CCCCO Legal Division. Sending this form (Appendix B) is no longer a requirement for the application. However, there will be a revised BOG Fee Waiver form required from colleges that are selected.

11. Is it possible to use a smaller font in the body of the application?

   No, the font size to be used for the Application is listed on page 6. “All narrative portions of the application should be in 12 point, Arial font, single spaced, and with minimum 1” margins.”
12. Because tables and charts can take up a good part of the allowable pages for each section, can the tables and or charts be done in a smaller font?

   Yes, tables and charts can be submitted in a smaller font, and a font other than Arial.

13. Can additional pages be added to the Application for letters of Support?

   No, the applicant can reference the persons, industries or entities providing support in the body of the application, but no additional pages will be accepted.

14. Can the application/proposal have a cover page? We would like to include a one page cover that would give the proposal title and the community college submitting the information and college logo.

   Yes, applicants can include a cover page, which will not be counted in the page limitation for the Application.

15. Do you have any specific requirements regarding footnotes? Can you provide any examples of the format?

   As with tables and charts, reference notation (such as foot notes) should be included in the body of the Application to Participate.

**NOTE:** All updates to the field will be placed on the Academic Affairs “Baccalaureate Degree Pilot Program webpage at:

http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/Curriculum/BaccalaureateDegreePilotProgram.aspx