Steps to Developing a New Transfer Degree (ADT, UCTP)

**Step 1**
Review TMC Template

- Identify Courses to Include

**Step 2**
Identify Courses to Include

1. More details regarding degree/certificate
2. Ensure the courses fit the C-ID descriptor
3. If course matches the C-ID descriptor, Articulation Officer will submit courses
4. If course does not match, the C-ID Descriptor, faculty must revise and follow curriculum process

**Step 3**
Completion of Recency & C-ID Revisions

- Creation of new program in eLumen

**Step 4**
Creation of new program in eLumen

1. Ensure the courses fit the C-ID descriptor or the listed articulation requirement.
2. Ensure your course outlines are complete (every section filled in).
3. Work with other departments if you are including their courses on your degree to address any revisions needed and consult with them about the inclusion on your degree.

**Step 5**
Attend Curriculum Guidance & Committee

- Other Notes
1. More details regarding degree/certificate development can be found on the curriculum committee web page under resources
2. Instructions for eLumen can be found on curriculum committee website
3. Contact Articulation Officer for any guidance/support

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