

CURRICULUM PROCEDURES REFERENCE MANUAL

SECTION 2

Submission

Deadlines

Section 2

SUBMISSION DEADLINES

A. Submission Deadlines To The Curriculum Review Committee

The Curriculum Review Committee will meet three times (fall, spring and summer) each calendar year. The meeting dates and submission deadlines are as follows:

Items Due to System Office	Action by Committee	Implementation Dates for Revised Courses
From January 27, 2010 thru July 28, 2010	September 2010	Fall Semester 2011 (2011*03)
From July 29, 2010 thru December 5, 2010	February 2011	Spring Semester 2012 (2011*03)
From December 6, 2010 thru March 15, 2011	May 2011	Summer Semester 2012 (2012*02)
From March 16, 2011 thru July 28, 2011	September or October 2011	Fall Semester 2012 (2012*03)
From July 29, 2011 thru December 5, 2011	February 2012	Spring Semester 2013 (2013*01)
From December 6, 2011 thru March 15, 2012	May 2012	Summer Semester 2013 (2013*02)
From March 16, 2012 thru July 28, 2012	September or October 2012	Fall Semester 2013 (2013*03)

New Courses are effective beginning with the semester immediately following the CRC meeting

NOTE: Requests received after due dates will be acknowledged and placed on the agenda for the next meeting.

B. Submission Deadlines for Entering Electronic Programs of Study

Below is a submission deadline schedule for filing Electronic Programs of Study (POS). Prior to any courses being taught which are listed on the POS, **all** POS that list the courses must receive a program coordinator’s “electronic” approval. All POS that are **disapproved** should be corrected by the Disapproved Revision Deadline listed below.

Note: Programs of study new to the college’s offerings, or new to the System, should be filed within 30 days after the college receives State Board of Community Colleges approval

The submission deadline schedule is:

Implementation Date	Filing Deadline	Coordinator Review Deadline	Disapproved Revision Deadline
Fall	June 15	June 30	July 15
Spring	November 15	December 1	December 15
Summer	March 20	April 5	April 20

C. Submission Deadlines for Curriculum Program Applications to State Board

Program applications may be submitted at any time, but should be submitted within a reasonable amount of time after the initial planning notification.

Completed applications received by the first working day of the month will be processed within 90 days. The approval process for applications which are received after the first working day of the month, are incomplete, or require further analysis, may exceed this 90-day schedule. Since the State Board normally does not meet in June or December, application-processing schedules, which include these months, may also exceed 90 days.

Timeline Example: March 1 - Complete Application Submitted to System Office
 April Board Meeting - Application Submitted "**For Future Action**"
 May Board Meeting - Application Submitted "**For Action**"

Program applications that meet the following criteria will be “fast-tracked” and may be processed within 60 days of submission:

- a. The curriculum request is not a new title to the System
- b. There are no negative impact assessments
- c. The application is complete and submitted by the first working day of the month

Timeline Example: **March 1-** Completed Application Submitted to System Office
April Board Meeting - Application Submitted "Fast Track For Action"

D. Submission Deadlines for Instructional Service Agreements and Contracts

Please note that System Office approval must be obtained prior to the implementation of instructional programs or courses offered under the terms of 23 NCAC 2E.0602 as contracts or programs filed under 23 NCAC 2E.0604 as Level Three Instructional Service Agreements (formerly collaborative agreements). Prior approval is necessary to insure full FTE credit for the institution and compliance with the North Carolina Administrative Code.

Program Services and Legal Services will not be able to process contracts or Level Three Instructional Service Agreements (ISA) received after implementation of the course or program.

The following submission deadlines should be followed:

Level Three ISAs

Implementation	Filing Deadline
Fall	June 15
Spring	November 15
Summer	March 20

Contracts

Implementation	Filing Deadline
Start of Fiscal Year (July 1)	May 1
Other	Sixty Days Prior to Implementation

This time is needed for the thorough processing of institutional agreements by Legal Services and Program Services.

Note: See Sections 6 and 17 of the Curriculum Procedures Reference Manual for ISA and Contract Processing Procedures

E. Submission Deadlines For Telecourse Data Reports

The following reporting procedures are in effect for the reporting of telecourses to the NCCCS System Office:

Colleges planning to conduct distance learning classes using Telecourses and/or Teleweb courses that are licensed by a vendor, shall use the attached form to report these courses to the System Office.

Not later than fifteen (15) days after the 10% reporting period deadline, the completed NCCCS Distance Learning Telecourse Report should be submitted to the System Office. If no telecourses were used, the college should send a negative reply to the System Office.

These reports will be submitted during each of the three (3) reporting periods, spring, summer, and fall semesters. The reports must be electronically submitted on the form attached. The reporting is the responsibility of the individual college, and is needed to avoid late payment penalties. The system office will not pay penalties for late submissions.

There are two significant changes to this reporting procedure. 1) *The colleges need to report only telecourses that are licensed by a vendor.* 2) *The colleges are now required to submit the completed report to the System Office only once each semester-no later than 15 days after the 10% reporting period.*

Reports should be submitted to:

Katherine Davis, Distance Learning Technician
Academic and Student Services Division
North Carolina Community College System
5016 Mail Service Center, Raleigh, NC 27699-5016
Phone: 919-807-7109, Fax: 919-807-7164
E-mail Address: davisk@ncccommunitycolleges.edu

NOTE: See Section 22 of the Curriculum Procedures Reference Manual for the Telecourse Reporting form.

*History: September 1, 1999
Rev. April 17, 2002
Rev. October 6, 2005
Rev. November 21, 2006
Rev. May 31, 2007
Rev. January 19, 2010*