

# **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 twice each calendar year, once during the spring semester and once during the fall semester. The meeting dates and submission deadlines are as follows:

Items Due to System Office	Action by Committee	Implementation Dates
From January 27, 2007 thru July 27, 2007	September 2007	Fall Semester 2008 (2008*03)
From July 30, 2007 thru January 25, 2008	March 2008	Spring Semester 2009 (2009*01)
From January 28, 2008 thru July 25, 2008	September 2008	Fall Semester 2009 (2009*03)
From July 28, 2008 thru January 26, 2009	March 2009	Spring Semester 2010 (2010*01)
From January 27, 2009 thru July 24, 2009	September 2009	Fall Semester 2010 (2010*03)

**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:

<b>Implementation Date</b>	<b>Filing Deadline</b>	<b>Coordinator Review Deadline</b>	<b>Disapproved Revision Deadline</b>
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**

<b>Implementation</b>	<b>Filing Deadline</b>
Fall	June 15
Spring	November 15
Summer	March 20

### **Contracts**

<b>Implementation</b>	<b>Filing Deadline</b>
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](mailto: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*