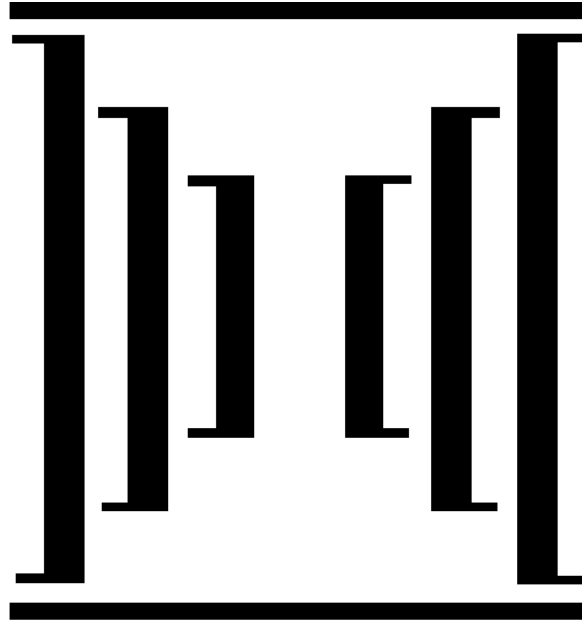


CURRICULUM PROCEDURES REFERENCE MANUAL

SECTION 3A

**Special
Curriculum Program Application
Procedures**

North Carolina Community College System



Special Curriculum Program Application Procedures for Selected Curriculums

Approved by the State Board of Community Colleges

North Carolina Community College System Special Curriculum Program Application Process for Selected Curriculum Titles

The State Board of Community Colleges is authorized in to approve curriculum programs (23 NCAC 02E .0201). The State Board has delegated to the President of the North Carolina Community College System the authority to approve new curriculum programs utilizing the special application process for the selected titles that are listed in Attachment 1.

Special Application Process Rationale and Criteria

The following rationale and criteria are used by the System Office staff to assist in determining which curriculum programs should be recommended to the State Board Program Services Committee for placement on the Special Application process list.

Rationale:

There is an immediate or critical need for graduates from the identified program. The special application process allows colleges to respond to industry needs in a timely manner.

Criteria:

Curriculum programs recommended to the State Board for placement on the Special Curriculum Application process list must meet the following criteria to be eligible:

- 1) There is an urgent and/or critical need for graduates from the identified program or there is a change in licensure requirements by an outside agency that requires immediate compliance.
- 2) The perceived system-wide impact of the program to colleges is minimal.

The rationale and criteria above were approved by the State Board of Community Colleges on September 13, 2002.

Special Application Process

Colleges should submit:

- 1) a signed *Institutional Certification Page* (attachment 2);
- 2) a copy of the current State Board-approved Curriculum Standard;
- 3) the college's proposed Program of Study; and,
- 4) the college's proposed Curriculum Model.

The current State Board-approved Curriculum Standard can be retrieved from the Internet by going to the Programs area at the System Office web site: <http://www.nccommunitycolleges.edu/Programs/index.html> (follow the links to the curriculum standards.)

The Program of Study (see the Attachment 3 format) and the Curriculum Model should be designed using the appropriate courses listed in the Combined Course Library (CCL). Refer to Section 9 of the **Curriculum Procedures Reference Manual** for guidelines in completing a Program of Study. The Curriculum Model should list all courses in the Program of Study sequenced by semester and include the course prefix, number, title, contact and credit hours.

Two (2) copies of the application with original signatures on each copy should be submitted to:

Senior Vice President
Chief Academic Officer
North Carolina Community Colleges System Office
5016 Mail Service Center
Raleigh, North Carolina 27699-5016

Attachment 1

**Selected Curriculum Titles
Special Application Process**

The following curriculums have been approved by the State Board of Community Colleges for the Special Application process:

- Community Spanish Interpreter (A55370)
- Entrepreneurship (A25490)
- Industrial Systems Technology (A50240)
- Infant/Toddler Care (Certificate)(C55290)
- Information Systems Security (A25270)
- Lateral Entry (Certificate)(C55430)
- Low Impact Development (A40290)
- Medical Office Administration (A25310)
- Networking Technology (A25340)
- Sustainability Technologies (A40370)
- Web Technologies (A25290)
- Welding Technology (A50420)

The following curriculums have been approved by the State Board of Community Colleges for the Special Application process but require that the college have prior approval for the Cosmetology (A55140) program:

- Cosmetology Instructor (Certificate)(C55160)
- Esthetics Instructor (Certificate)(C55270)
- Esthetics Technology (Certificate)(C55230)
- Manicuring Instructor (Certificate)(C55380)
- Manicuring/Nail Technology (Certificate)(C55400)

The following curriculums have been approved by the State Board of Community Colleges for the Special Application process but require that the college have prior approval for the Early Childhood Associate (A55220) program:

- Early Childhood Associate/Special Education (A5522A)
- Early Childhood Associate/Teacher Associate (A5522B)

The following curriculum has been approved by the State Board of Community Colleges for the Special Application process but requires that the college have prior approval for the Business Administration (A25120) program:

- Business Administration/Electronic Commerce (A2512I)

The following curriculum has been approved by the State Board of Community Colleges for the Special Application process but requires that the college have prior approval for the Associate Degree Real Estate (A25400) program:

- Real Estate Licensing (Certificate) (C25480)

The following curriculum has been approved by the State Board of Community Colleges for the Special Application process but requires that the college have prior approval for the Human Services Technology (A45380) program:

- Human Services Technology/Social Services (A4538D)

Attachment 2

North Carolina Community College System
CURRICULUM PROGRAM APPLICATION

Each credential granting college must complete this application

College _____ Date _____

Program Code _____

Program Title _____

Concentration Title _____
(If applicable)

Credential *(Indicate the highest credential to be awarded)*

AAS Diploma Certificate

Proposed Semester and Year of Implementation _____ 20_____

Contact Person for the Application _____

Phone _____ Extension _____ E-mail _____

Institutional Certification

This curriculum program will enhance the workforce of North Carolina, will provide educational and training opportunities consistent with the mission of the college, and will not duplicate the opportunities currently offered.

(Community College Name)

has assessed the need for this program and the resources required to maintain a viable program and certifies that the college can operate this program efficiently and effectively within the resources available to the college.

Signature, President _____ *Date* _____

Signature, Board of Trustees Chair _____ *Date* _____

NCCCS Office Use Only

Date Received _____ Date Logged in _____

Date to Coordinator _____ Coordinator _____

Attachment 3
**Program of Study
Format**

College Approved or Applying to Offer Program _____ Date _____

Program Title _____ Program Code _____

Concentration Title _____
(If applicable)

Credential (Indicate the highest credential to be awarded):

____ AAS ____ Diploma ____ Certificate

Proposed Semester and Year of Implementation ____ Fall ____ Spring ____ Summer 20____

Contact Person _____ Phone (____) _____ Extension _____

Email Address _____

Curriculum Description: (The curriculum description should be the description as listed on the curriculum standard.)

I. GENERAL EDUCATION

Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.

Course Number/Title	Class	Lab	Clinic/Exp	Credits
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1. Required Courses

2. Required Subject Area(s) (if applicable)

General Education SHC Sub-Total

II. MAJOR HOURS

The "Major Hours" category includes the core, the concentration (if applicable) and "other major" hours. Work experience, including cooperative education, practicums, and internships, may be included in a degree program up to a maximum of 8 semester hours; in a diploma program up to a maximum of 4 semester hours; and in a certificate program up to a maximum of 2 semester hours.

A. Core

Please refer to the curriculum standard for the list of courses that are required for the core. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard, must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.

Course Number/Title	Class	Lab	Clinic/Exp	Credits
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1. Required Courses

2. Required Subject Area(s) (if applicable)

Core SHC Sub-Total

B. Concentration (if applicable)

Please refer to the curriculum standard for the list of courses that are required for the concentration.

Course Number/Title	Class	Lab	Clinic/Exp	Credits
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1. Required Courses

2. Required Subject Area(s) (if applicable)

Concentration SHC Sub-Total

C. Other Major Hours

Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed. (Courses from prefixes that are utilized in the core or concentration may exceed 9 semester hours of credit).

Course Number/Title	Class	Lab	Clinic/Exp	Credits
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1. Required Courses

2. Required Subject Area(s) (if applicable)

Other Major Hours SHC Sub-Total

Major Hours SHC Sub-Total

III. OTHER REQUIRED COURSES

A college may include up to a maximum of 7 semester hours of credit in a degree program, 4 semester hours of credit in a diploma program, and 1 semester hour of credit in a certificate program of additional course(s) to meet graduation or local employer requirements. Any course in the Combined Course Library may be utilized in the "other required" area, as long as it is not a restricted or unique course and is determined to be educationally sound for the program.

Course Number/Title	Class	Lab	Clinic/Exp	Credits
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Other Required Courses SHC Sub-Total

Total Semester Hours Credit in Program

IV. COURSE SUBSTITUTION

Course substitutions may not be made if the credit hours of the course will cause the total credit hours of the program to exceed the maximum hours on the curriculum standard. Core course substitutions may be made only for courses in the arts and sciences discipline area and require the approval of System Office staff.

Course in Program

Course Number/Title	Class	Lab	Clinic/Exp	Credits
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Substitute Course(s)

Course Number/Title	Class	Lab	Clinic/Exp	Credits
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