

CURRICULUM PROCEDURES REFERENCE MANUAL

SECTION 15

Curriculum Review Committee

Procedures

Revised
October 18, 2011

Curriculum Review Committee Procedures

Assumptions and Philosophy

Purpose

The Curriculum Review Committee (CRC) is committed to maintaining and sustaining the viability of the Combined Course Library (CCL). The CRC recognizes a responsibility for ensuring that colleges maximize use of the CCL and limit the proliferation of courses throughout the system. The CRC has the authority for approving changes, additions, and deletions to the CCL.

Objectives

The CRC discusses issues associated with college requests for changes, deletions, and/or additions to the CCL before taking action. As a decision-making body, committee members strive to achieve consensus, rather than simple majority vote. If a clear division among committee members occurs during a vote, discussion continues until a decision is reached that all members can accept and understand. The committee strives to identify existing alternative solutions when requests are denied. CRC members are dedicated to increasing the degree of flexibility available to individual colleges, i.e., use of local prerequisites in lieu of system-imposed prerequisites.

Procedures

Curriculum Review Committee

A Curriculum Review Committee was established to oversee the maintenance and revision of the North Carolina Community College System (NCCCS) Combined Course Library.

The committee will normally be composed of ten community college administrators and two presidents. The chairperson of the North Carolina Association of Community College Instructional Administrators (NCACCIA) will submit nominations to the Vice President for Academic and Student Services, who will appoint ten college administrators to the committee. The Presidents Association will appoint two members to the committee.

- (1) The committee members will be selected to represent system demographics based on the college's size, location and service area (rural/urban).
- (2) The committee members will serve three-year terms with four of the members rotating off each year, effective January 1, 2005. The current CRC members are listed in Attachment 1.
- (3) The Associate Vice President, Student Learning and Success, at the System Office will also serve on the committee, as a non-voting member.

If committee members are unable to fulfill their obligations/terms, then the chairperson of the NCACCIA or the president of the Presidents Association will submit nominations to the Senior Vice President/Chief Academic Officer for Academic and Student Services, who will appoint new members to the committee. The duration of this interim appointment is based on the original committee member's term.

The committee normally meets three times a year. Meeting and submission dates are identified in Attachment 2.

Role of System Office Staff

College requests are submitted through the office of the Senior Vice President/Chief Academic Officer for Academic and Student Services.

System Office Staff has the following responsibilities prior to the CRC meeting:

- (1) Consult with the requesting college to assist in preparation of the request (before and/or after the formal submission of the request).
- (2) Send the request to applicable colleges for a formal vote.
- (3) Prepare an analysis of the request to be transmitted to the CRC.
- (4) Present the requests at the CRC meeting, answering CRC members' questions and providing additional information, as needed.
- (5) Notify colleges of the results of the CRC meeting.
- (6) Coordinate applicable curriculum standard revisions by the State Board of Community Colleges or the Senior Vice President/Chief Academic Officer for Academic and Student Services, as appropriate.
- (7) Enter courses and curriculum standards information into appropriate electronic databases and post the information to the NCCCS website.

System Office staff may submit requests for consideration by the CRC. These requests may include, but are not limited to, compliance issues and editorial revisions that do not require decision by the colleges offering the course.

New Course Approvals

Colleges may submit requests for new CCL course approvals using Form 15-1 (Attachment 3). "New courses" are courses which are not currently in the CCL. The submission schedule for colleges is identified in Attachment 2. The CRC will review the requests to add new courses to the CCL.

A college will receive official notification from the System Office that its request for a new course has been received and the request will be submitted to the CRC at the next scheduled meeting.

The CRC will approve the appropriate areas of General Education, Major Hours, or Other Required Hours for the new course.

The State Board will act upon new courses that are included in applications for curriculum programs new to the System. The System Office will notify colleges of the State Board actions.

Revision of CCL Courses

Colleges may submit requests for revisions to CCL courses using Form 15-2 (Attachment 4). The submission schedule for colleges is identified in Attachment 2. The CRC will review the requests to revise CCL courses.

Requests received after the due dates will be acknowledged and placed on the agenda for the next meeting. The revisions are effective one year following the approval by the CRC. Colleges may request earlier implementation. The request along with the rationale should be included with the request.

The proposed revision will be reviewed by all colleges which list the course on an approved program of study, and a **two-thirds majority vote** of colleges that have approval to offer the course is required before the CRC may take action on the proposed course revision. Colleges not responding within the specified time period (usually two weeks) are considered in favor of the request.

Reclassification of Courses

Colleges may submit requests for reclassification of CCL courses using Form 15-3 (Attachment 5). The submission schedule for colleges is identified in Attachment 2. The CRC will review the requests to reclassify CCL courses. Requests received after due dates will be acknowledged and placed on the agenda for the next meeting. The reclassifications are effective one year following the approval by the CRC. Colleges may request earlier implementation. The request along with the rationale should be included with the request.

The proposed reclassification will be reviewed by all colleges which list the course on an approved program of study, and a **two-thirds majority vote** of colleges that have approval to offer the course is required before the CRC may take action on the proposed course reclassification. Colleges not responding within the specified time period (usually two weeks) are considered in favor of the request.

Curriculum Review Committee Process

The Curriculum Review Committee (CRC) has the responsibility and authority to approve all changes to the Combined Course Library (CCL). The CRC process insures that all requests for changes receive a thorough, timely, and impartial peer review-

Upon review of each request, the CRC has the following options:

- (1) CRC approves request. The System Office staff notifies colleges. New and revised courses are sent electronically to all colleges.
- (2) CRC tables request. The Program Coordinator will consult with the requesting college to provide additional information requested by CRC.
- (3) CRC does not approve request. The System Office Staff notifies the requesting college. The Program Coordinator will consult with requesting college to clarify the CRC's position and/or to explore alternative ways to meet the objectives of the requested change.

Resubmission of Denied Request

If the college still seeks further review of a denied request, the following additional review steps may be used:

- (1) Requesting college modifies request based on CRC rationale and resubmits. (There is no limit on the number of times a college may modify and resubmit a request.)
- (2) Requesting college, in consultation with Program Coordinator, prepares a detailed response to the CRC's decision including, when appropriate, additional documentation supporting the need for the change.

Upon additional review of the request, the CRC has the following options:

- (1) CRC approves request. Colleges are notified by the System Office staff of the action. New and revised courses are sent electronically to all colleges.
- (2) CRC does not approve request. The requesting college is notified by the System Office staff of the decision.

Appeals Process

If the CRC does not approve a request for change after at least an initial and one additional review, representatives of the requesting college will have the opportunity to present the request in person at a called meeting of the CRC. A college has ten (10) working days from receipt of the CRC's second decision to state in writing its intent to pursue this option. The college submits its intent to the Associate Vice President, Student Learning and Success, who will forward the request to the chair of the CRC. The chair of the CRC will arrange a meeting with the college at the earliest mutually convenient time, not to exceed 20 working days from receipt of notification from the Associate Vice President, Student Learning and Success. A majority of CRC members must be present to hear and discuss the request with college representatives.

If, after meeting together, the CRC and the requesting college are not able to reach a mutually acceptable resolution, the requesting college may appeal the CRC decision to the Program Committee of the State Board. The request for a hearing must be made in writing to the Associate Vice President, Student Learning and Success within ten (10) working days from the date of receiving the CRC's final decision. The positions of both the requesting college and the CRC will be forwarded to the Program Committee.

If, after reviewing the materials for the hearing, the Program Committee agrees to hear the arguments of the CRC and the requesting college, the Program Committee will make a recommendation to the State Board. The decision of the State Board is final.

Archiving and Deleting Courses from the CCL

Any course not offered for a period of three years may be removed from the CCL and archived.

- (1) Colleges may be notified each year of courses that have not been offered for two years. Any course that is not utilized by a college during the subsequent (third) year will be purged at the end of the third year.
- (2) The courses that are purged from the CCL will be given an end term date and permanently stored in the CCL database. The course prefix and number of a purged course remain intact and may not be used for any other course.
- (3) If a college wants to use a purged course, the course will be given a new effective term/date. The course will now begin a new three-year cycle.

**Attachment 1
Curriculum Review Committee
Effective September 2010**

<p>Ms. Robin McCree Vice President of Instruction Stanly Community College 141 College Drive Albemarle, NC 28001 Phone: (910) 582-7181 FAX: (910) 582-702 Term Expires December 2013</p>	<p>Mr. Dewey H. Lewis Vice President for Instruction and Information Resources Coastal Carolina Community College 444 Western Boulevard Jacksonville, NC 28546 Phone: (910) 938-6225 FAX: (910) 455-7027 Term Expires December 2013</p>	<p>Dr. Jim Burnett President Western Piedmont Community College 1001 Burkemont Avenue Morganton, NC 28655 Phone: (828) 438-6000 FAX: (828) 438-6015 Term Expires December 2012</p>
<p>Dr. Angela R. Ballentine Vice President of Instruction Vance-Granville Community College PO Box 917 Henderson, NC 27536-0917 Phone: (252) 738-3283 FAX: (252) 430-0460 Term Expires December 2013</p>	<p>Ms. Althea A. Riddick Vice President of Instruction College of The Albemarle Post Office Box 2327 Elizabeth City, NC 27906-2327 Phone: (252) 335-0821 Ext. 2241 FAX: (252) 335-2011 Term Expires December 2011</p>	<p>Dr. Don Ammons Vice President for Academic Affairs Gaston College 201 Highway 321 South Dallas, NC 28034-1499 Phone: (704) 922-6239 FAX: (704) 922-6309 Term Expires December 2012</p>
<p>Dr. William S. Carver, II President Nash Community College Post Office Box 7488 Rocky Mount, NC 27804-0488 Phone: (252) 443-4011 EXT 229 FAX: (252) 443-0176 Term Expires December 2011</p>	<p>Ms. Shirley Brown Vice President for Learning McDowell Technical Community College 54 College Drive Marion NC 28752 Phone: (828) 652-0676 FAX: (828) 623-1014 Term Expires December 2011</p>	<p>Dr. Lisa M. Chapman Vice President of Academic Affairs Central Carolina Community College 1105 Kelly Drive Sanford, NC 27330-1105 Phone: (919) 718-7295 FAX: (919) 718-7456 Term Expires December 2013</p>
<p>Dr. David Shockley Executive Vice President Caldwell Community College & Tech. Institute 2855 Hickory Blvd. Hudson, NC 28638-2397 Phone: (828) 726-2214 FAX: (828) 726-2216 Term Expires December 2011</p>	<p>Mr. Wesley Beddard, Chair Dean of Instruction Beaufort County Community College PO Box 1069 Washington, NC 27889-1069 Phone: (252) 940-6226 FAX: (252) 946-0271 Term Expires December 2012</p>	<p>Vacant</p>

**Attachment 2
Curriculum Review Committee
Submission Deadlines**

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 March 16, 2011 thru July 28, 2011	October 2011	Fall Semester 2012 (2010*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	October 2012	Fall Semester 2013 (2013*03)
From July 29, 2012 thru December 5, 2012	February 2013	Spring Semester 2014 (2014*01)
From December 6, 2012 thru March 15, 2013	May 2013	Summer Semester 2014 (2014*02)
From March 16, 2013 thru July 28, 2013	October 2013	Fall Semester 2014 (2014*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.

Attachment 3
Section 15 Curriculum Review Committee Procedures
FORM 15-1
Request for New Combined Course Library (CCL) Course

Name of College _____			
Chief Academic Officer			
(print or type)	Last Name	First Name	MI
Chief Academic Officer			
Signature			Date
Contact Person		Phone	
Rationale for New Course			
Supporting Documentation (Complete all sections.)			
Utilize the keyword search function located at http://www.nccommunitycolleges.edu/ccl.htm to locate similar courses.			
List a current CCL course that is most similar to the requested course. Also list any other similar CCL course(s).		How Is New Course Significantly Different from the identified courses?	
Colleges That Have Been Consulted		Response From Consulted College	
Proposed Course Information			
Three-Letter Prefix:	_____	Three-Digit Number:	_____
Short Title (30 characters including spaces) _____			
Long Title (for clarification) _____			
Hours:	Classroom _____	Lab/Shop _____	Clinical _____
		Work Experience _____	Total Credit _____
Prerequisite(s): _____		Corequisite(s): _____	
Description:			
A sentence summary of the course using a maximum of 40 words (<i>This course provides/introduces/covers/is designed to/includes...</i>)			
A sentence listing the major components of the course using a maximum of 40 words (<i>Topics include/Emphasis is placed on...</i>)			
A sentence listing the competencies of the course using a maximum of 50 words (<i>Upon completion, students should be able to ...</i>)			

FORM 15-1
REQUEST FOR NEW CCL COURSE
(page 2 of 2)

Identify the curriculum(s) for which this course is intended:

Check the appropriate box to indicate the area where this new course will be offered:

General Education

Communications

Humanities/Fine Arts

Mathematics

Social/Behavioral Sciences

Natural Sciences

Major Hours

Core

Concentration

Other Major Hours

Premajor/Elective (AA/AS/AFA only)

Restrict to Major

Restrict to Concentration

Other

Please specify _____

Identify all the credential levels for which this course is intended:

AAS

Diploma

Certificate

AA/AS/AFA*

**If approved by the Curriculum Review Committee (CRC), course will be forwarded to the Transfer Advisory Committee for consideration for transfer through the Comprehensive Articulation Agreement.*

**Instructions for Completing and Submitting
FORM 15-1
Request for New Combined Course Library (CCL) Course**

General Information

- Previous versions of this form are obsolete. All requests for new courses must be submitted in this format.
- This form is in table format, designed in Microsoft Word 2007. It may need some adjustment if used with other versions of Word.
- Use as much space as is needed in cells where information is not specifically limited. As with all tables, each cell will expand as information is entered, and the table will flow across pages.

Instructions for Completing Form

1. **Name of College** – Enter in cell provided.
2. **Chief Academic Officer** – Enter in cells provided using last, first, middle initial format.
3. **Chief Academic Officer Signature** – After all other information is entered, use an electronic signature or leave blank for signature on hard copy.
4. **Contact Person** – Enter the name of the person who should be contacted for questions and/or revisions. Communication regarding request will be copied to the Chief Academic Officer.
5. **Phone** – Enter phone number for Contact Person.
6. **Rationale for New Course** – Enter explicit statement of the process that led the college to decide that a new course is needed. This cell will expand to accommodate as much verbiage as needed.
7. **Supporting Documentation** – This is the research conducted by the requesting college to determine that there is no appropriate course already existing in the Combined Course Library and that the need for the new course is system-wide. The four parts of the documentation are as follows:
 - **Course(s) Similar to Requested Course** – List all courses that appear to be similar to the requested course. The requesting college should research the Combined Course Library to determine which courses already exist that may be similar to the proposed course. This can be done with keyword searches or by checking the prefixes allowed in Other Major Hours on the curriculum standard for the program in which the college plans to use the course.
 - **How Is New Course Significantly Different** – Be specific about the differences and indicate why they are significant differences.
 - **Colleges That Have Been Consulted** – The requesting college must contact a representative sampling of the colleges with programs that might have an interest in the requested course. It is expected that the course submitted will be refined through this process and will have more widespread usefulness as a result of this collaboration.

- **Response From Consulted Colleges** – The contacted colleges do not have to be in agreement for the requesting college to proceed with the request. However, an indication of the strength of the agreement must be presented, along with objections or suggestions for changes voiced by the consulted colleges.
8. **Proposed New Course Information** – Provide information for all sections. The Curriculum Review Committee may amend the information as needed to make course consistent with CCL guidelines and established CRC practices.
- **Three-Letter Prefix** – Enter a prefix you think most appropriate for the new course.
 - **Three-Digit Number** – Enter a suggested number or enter 1xx or 2xx to indicate whether the course should be first-year or second-year level. Course numbers 100-109 and 200-209 are reserved for diploma and certificate programs. Course numbers 190-199 and 290-299 are reserved for prefixes SEL (selected topics) and SEM (seminar).
 - **Short Title** – Enter the course title as it will appear in the Combined Course Library, using a maximum of 30 characters. Abbreviations may be required in order to meet the 30 character maximum.
 - **Long Title** – Enter the course title in its entirety by spelling out any abbreviations. The long title is only utilized to provide clarification of the abbreviations
 - **Hours** – Enter the hours to the right of each category, using 0 to fill in unused blanks. Remember that lab/shop hours must be multiples of 2 or 3 depending on level of supervision, clinical hours must be multiples of 3, and work experience hours must be a multiple of 10.
 - **Prerequisites/Corequisites** – Enter the three-letter prefix and three-digit number as it appears in the Combined Course Library for any prerequisites or corequisites a student must have to expect to be successful in the course. Use "none" if not applicable.
- Description** – Enter the proposed description using the following the guidelines: The first sentence is an overview of the course. It must begin with, *“This course provides/introduces/covers/is designed to/includes...”*. The second sentence should describe the actual content/topics of the course that every college that offers the course should address. It must begin with, *“Topics include/Emphasis is placed on...”*. The third sentence should describe measurable outcomes for the course. It must begin with, *“Upon completion, students should be able to...”*. Make sure wording is clear and appropriately describes the course. The first and second sentence are limited to 40 words. The third sentence is limited to 50 words.
9. **Curriculum(s) for which the course is intended** – Enter all that apply. The course may be appropriate for more than one curriculum. Consultation with other colleges may result in determining that there are appropriate curriculums other than the one the requesting college initially identified.
10. **Program area boxes** – Choose appropriate general education, major hours, or other area. There should be only one box checked, unless the college is also requesting that the course be restricted to a major or concentration.

11. **Credential levels** – Check all that apply. Requests for AA, AS, or AFA credential will be forwarded to the Transfer Advisory Committee for consideration for transfer through the Comprehensive Articulation Agreement, if the Curriculum Review Committee approves the course for inclusion in the CCL.

Submitting the Request

Submit the completed request form by email to “CRC Request” address located in the GroupWise directory. If the form has an electronic signature, nothing further must be done. If electronic signature is not available to the requesting college, a hard copy with original signature must be mailed to:

Senior Vice President and Chief Academic Officer
Academic and Student Services
North Carolina Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016

**Attachment 4
FORM 15-2
Request for Combined Course Library (CCL) Revision**

Name of College _____			
Chief Academic Officer			
(print or type)	Last Name	First Name	MI
Chief Academic Officer			
Signature			Date
Contact Person		Phone:	
Rationale for Course Change			
Supporting Documentation			
Colleges That Have Been Consulted		Response From Consulted College	
Current Course Information			
Three-Letter Prefix: _____		Three-Digit Number: _____	
Course Title: _____			
Hours:	Classroom _____	Lab/Shop _____	Clinical _____
			Work Experience _____
			Total Credit _____
Prerequisites: _____		Corequisites: _____	
Description: _____			
Curriculum Standard(s) with course in core: _____			
Proposed Course Information			
Three-Letter Prefix: _____		Three-Digit Number: _____	
Short Title (30 characters including spaces): _____			
Long Title (for clarification): _____			
Hours:	Classroom _____	Lab/Shop _____	Clinical _____
			Work Experience _____
			Total Credit _____
Prerequisites: _____		Corequisites: _____	
Description: <input type="checkbox"/> No Change <input type="checkbox"/> Change Indicated Below			
A sentence summary of the course using a maximum of 40 words. (<i>This course provides/introduces/covers/is designed to/includes...</i>)			
A sentence listing the major components of the course using a maximum of 40 words. (<i>Topics include/Emphasis is placed on...</i>)			
A sentence listing the competencies of the course using a maximum of 50 words. (<i>Upon completion, students should be able to ...</i>)			

**Instructions for Completing and Submitting
FORM 15-2
Request for Combined Course Library (CCL) Revision**

General Information

- Previous versions of this form are obsolete. All requests for course revisions must be submitted in this format.
- This form is in table format, designed in Microsoft Word 2007. It may need some adjustment if used with other versions of Word.
- Use as much space as is needed in cells where information is not specifically limited. As with all tables, each cell will expand as information is entered, and the table will flow across pages.

Instructions for Completing Form

1. **Name of College** – Enter in cell provided.
2. **Chief Academic Officer** – Enter in cells provided using last, first, middle initial format.
3. **Chief Academic Officer Signature** – After all other information is entered, use an electronic signature or leave blank for signature on hard copy.
4. **Contact Person** – Enter the name of the person who should be contacted for questions and/or revisions. Communication regarding request will be copied to the Chief Academic Officer.
5. **Phone** – Enter phone number for Contact Person.
6. **Rationale for Course Revision** – Enter explicit statement of the process that led the college to decide that the course needs revision. This cell will expand to accommodate as much verbiage as needed.
7. **Supporting Documentation** – This is the research conducted by the requesting college to determine that the need for the revised course is system-wide. The required items of documentation are as follows:
 - **Colleges That Have Been Consulted** – The requesting college must contact a representative sampling of the colleges with programs that utilize the course. It is expected that the course revision submitted will be refined through this process and will have more widespread usefulness as a result of this collaboration.
 - **Response From Consulted Colleges** – The contacted colleges do not have to be in agreement for the requesting college to proceed with the request. However, an indication of the strength of the agreement must be presented, along with objections or suggestions for changes voiced by the consulted colleges.
8. **Current Course Information** - Complete all sections, using the current information as it appears in the Combined Course Library.

9. **Proposed Course Information** – Provide information for all sections. The Curriculum Review Committee may amend the information as needed to make the course consistent with CCL guidelines and established CRC practices.
- **Three-Letter Prefix** – Enter the current prefix or an alternate prefix that more appropriately fits the course as revised.
 - **Three-Digit Number** – Enter the current three-digit number a number that more appropriately fits the course as revised. Number should be in 1xx or 2xx format to indicate whether the course should be first-year or second-year level. Course numbers 100-109 and 200-209 are reserved for diploma and certificate programs. Course numbers 190-199 and 290-299 are reserved for prefixes SEL (selected topics) and SEM (seminar).
 - **Short Title** – Enter the course title as it will appear in the Combined Course Library, using a maximum of 30 characters. Abbreviations may be required in order to meet the 30 character maximum limitation in Colleague. *Course titles appearing in IIPS will be further shortened by System Office staff to accommodate the 30 character limitation.*
 - **Long Title** – Enter the course title in its entirety by spelling out any abbreviations. The long title is only utilized to provide clarification to CRC members.
 - **Hours** – Enter the hours to the right of each category, using 0 to fill in unused blanks. Remember that lab/shop hours must be multiples of 2 or 3 depending on level of supervision, clinical hours must be multiples of 3, and work experience hours must be multiples of 10.
 - **Prerequisites/Corequisites** – Enter the three-letter prefix and three-digit number as it appears in the Combined Course Library for any prerequisites or corequisites a student must have to expect to be successful in the course. Use "none" if not applicable.
 - **Description** – Enter the proposed description using the following the guidelines: The first sentence is an overview of the course. It must begin with, *“This course provides/introduces/covers/is designed to/includes...”*. The second sentence should describe the actual content/topics of the course that every college that offers the course should address. It must begin with, *“Topics include/Emphasis is placed on...”*. The third sentence should describe measurable outcomes for the course. It must begin with, *“Upon completion, students should be able to...”*. Make sure wording is clear and appropriately describes the course. The first and second sentence are limited to 40 words. The third sentence is limited to 50 words.

Submitting the Request

Submit the completed request form by email to “CRC Request” address located in the GroupWise directory. If the form has an electronic signature, nothing further must be done. If electronic signature is not available to the requesting college, a hard copy with original signature must be mailed to:

Senior Vice President and Chief Academic Officer
Academic and Student Services
North Carolina Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016

**Attachment 5
FORM 15-3
Request for Combined Course Library (CCL) Course Reclassification**

Name of College			
Chief Academic Officer			
(print or type) Last Name First Name MI
Chief Academic Officer			
..... Signature		 Date
Contact Person		Phone	
Rationale for Course Reclassification			
Supporting Documentation: Complete the following sections.			
Colleges That Have Been Consulted		Response From Consulted College	
Current Course Information			
Three-Letter Prefix:		Three-Digit Number:	
Course Title:			
Requested Action			
1. Identify the curriculum(s) for which this course is intended:			
2. Mark the appropriate box(es) to indicate the requested classification(s), using "A" to add or "R" to remove:			
General Education			
<input type="checkbox"/>	Communications	<input type="checkbox"/>	Humanities/Fine Arts
<input type="checkbox"/>	Mathematics	<input type="checkbox"/>	Natural Science
<input type="checkbox"/>		<input type="checkbox"/>	Social/Behavioral Sciences
Major Hours			
<input type="checkbox"/>	Restrict to curriculum/major	<input type="checkbox"/>	Restrict to concentration
3. Identify all the credential levels for which this course is appropriate:			
<input type="checkbox"/>	AAS	<input type="checkbox"/>	Diploma
<input type="checkbox"/>		<input type="checkbox"/>	Certificate

Please note: Reclassifications for AA/AS and AFA are processed through the Transfer Advisory Committee. Please send a letter of request to the Senior Vice President/Chief Academic Officer to initiate this process.

**Instructions for Completing and Submitting
FORM 15-3
Request for Combined Course Library (CCL) Course Reclassification**

General Information

- All requests for course reclassifications must be submitted in this format.
- This form is in table format, designed in Microsoft Word 2007. It may need some adjustment if used with other versions of Word.
- Use as much space as is needed in cells where information is not specifically limited. As with all tables, each cell will expand as information is entered, and the table will flow across pages.

Instructions for Completing Form

1. **Name of College** – Enter in cell provided.
2. **Chief Academic Officer** – Enter in cells provided using last, first, middle initial format.
3. **Chief Academic Officer Signature** – After all other information is entered, use an electronic signature or leave blank for signature on hard copy.
4. **Contact Person** – Enter the name of the person who should be contacted for questions and/or revisions. Communication regarding request will be copied to the Chief Academic Officer.
5. **Phone** – Enter phone number for Contact Person.
6. **Rationale for Reclassification** – Enter explicit statement of the process that led the college to decide that the course needs reclassification. This cell will expand to accommodate as much verbiage as needed.
7. **Supporting Documentation** – This is the research conducted by the requesting college to determine that there is a need to change the classification of the course and that the need for the reclassification of this course is system-wide. The documentation is as follows:
 - **Colleges That Have Been Consulted** – The requesting college must contact a representative sampling of the colleges with programs that might have an interest in the requested reclassification. It is expected that the reclassification request will be refined through this process and will have more widespread usefulness as a result of this collaboration.
 - **Response From Consulted Colleges** – The contacted colleges do not have to be in agreement for the requesting college to proceed with the request. However, an indication of the strength of the agreement must be presented, along with objections or suggestions for changes voiced by the consulted colleges.

8. **Current Course Information** – Enter Course Prefix, Course Number and Course Title exactly as in the Combined Course Library.
9. **Requested Action**
 - **Curriculum(s) for which the course is intended** – Enter all that apply. The course may be appropriate for more than one curriculum. Consultation with other colleges may result in determining that there are appropriate curriculums other than the one the requesting college initially identified.
 - **Action Requested** - Mark the appropriate box(es) to indicate the requested action, entering "A" for addition or "R" for removal of the classification.
 - **Credential Levels** – Check all that apply. Please note that reclassification requests for AA, AS, or AFA courses should be submitted via a letter of request sent to the Senior Vice President/Chief Academic Officer (see address below). These requests will be forwarded to the Transfer Advisory Committee and Independent Transfer Advisory Committee for consideration.

Submitting the Request

Submit the completed request form by email to the “CRC Request” located in the GroupWise directory. If the form has an electronic signature, nothing further must be done. If electronic signature is not available to the requesting college, a hard copy with original signature must be mailed to:

Senior Vice President and Chief Academic Officer
Academic and Student Services
North Carolina Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016