

# SECTION 16

## Curriculum Standard Revision

### Information

## Section 16

### **CURRICULUM STANDARD REVISION INFORMATION**

Curriculum standard revisions may be submitted at any time using the appropriate revision format (see Attachment 1). Some revisions (such as adding a prefix) can be approved by the System Office staff if it provides better flexibility in offering courses. Other revisions (such as changing core courses) must be approved by a two-third's majority of the colleges approved to offer the curriculum and then submitted to the State Board for their approval.

Completed curriculum standard revision forms received by the first working day of the month will be processed within 90 days. The approval process for revisions to the core that 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, processing schedules which include these months may also exceed 90 days.

If the Curriculum Review Committee (CRC) approves revisions to a Combined Course Library (CCL) course, and the course is a core course on one or more curriculum standards this approved course revision will require a curriculum standard revision. The State Board has delegated the approval authority to the Vice President for Academic and Student Services for curriculum standard revisions that need to be made based on a CRC-approved change.

Colleges are encouraged to contact the appropriate program coordinator at the System Office in the completion of the curriculum standard forms.

**Two (2) copies of the curriculum standard revision forms with original signatures on each copy** should be submitted to:

Vice President for Academic and Student Services  
North Carolina Community College System Office  
5016 Mail Service Center  
Raleigh, North Carolina 27699-5016

# Attachment 1

## REQUEST FOR CURRICULUM STANDARD REVISION

<b>Name of College</b> _____			
<b>Chief Academic Officer</b> (print or type) Last Name First Name MI			
<b>Chief Academic Officer</b> Signature Date			
<b>Contact Person</b> Phone:			
<b>Rationale for Curriculum Standard Revision:</b>  			
<b>Supporting Documentation</b>			
Colleges That Have Been Consulted		Response From Consulted Colleges	
<b>Current Curriculum Standard Information</b>			
Curriculum Title:			
Concentration Title:			
Curriculum Code:			
<b>Attach a copy of the current Curriculum Standard.</b> The most current State Board-approved curriculum standards can be retrieved from the internet by going to the following sub-web pages at the System Office web site: <b><a href="http://www.nccommunitycolleges.edu/Programs/index.html">http://www.nccommunitycolleges.edu/Programs/index.html</a></b> and follow the links to the curriculum standards.			
<b>Attach a copy of the proposed Curriculum Standard with the revisions highlighted.</b>			
<i>NOTE: Please use the guidelines from Attachments 2A, 2B, and 2C for preparing Attachment 1.</i>			

**Instructions for Completing and Submitting  
Attachment 1  
REQUEST FOR CURRICULUM STANDARD 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 97. 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**

Name of College – Enter in cell provided.

Chief Academic Officer – Enter in cells provided using last, first, middle initial format.

Chief Academic Officer Signature – After all other information is entered, use electronic signature or leave blank for signature on hard copy.

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.

Phone—Enter the phone number of the contact person.

Rationale for Curriculum Standard Revision – Enter explicit statement of the process that led the college to decide that the curriculum standard needs revision. This cell will expand to accommodate as much verbiage as needed.

Supporting Documentation – This is the research conducted by the requesting college to determine the need for the curriculum standard revision 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 colleges who are approved to offer the program. It is expected that through this process the proposed revised curriculum standard will reflect the needs of all colleges offering the program.
- 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.

Current Curriculum Standard Information - Complete all sections, using the current information exactly how it appears from the current Curriculum Standard.

Attach a Copy of the Current Curriculum Standard – The most current State Board-approved curriculum

standards can be retrieved from the internet by going to the following sub-web pages at the System Office web site: <http://www.nccommunitycolleges.edu/Programs/index.html> and follow the links to the curriculum standards.

Attach a Copy of the Proposed Standard— Enter the effective term in the box located in the upper right-hand corner of the document. Using the guidelines from Attachments 2A, 2B, and 2C, prepare a proposed Curriculum Standard with the revisions highlighted.

### **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:

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

# CURRICULUM STANDARD

<i>Effective Term</i> 200 <i>Semester Year</i> [200*0] [Yr *Semster]
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Curriculum Program  
 Title \_\_\_\_\_  
 Concentration \_\_\_\_\_

Code \_\_\_\_\_

## *Curriculum Description*

Complete this section using the format outlined in Attachment 2B and 2C.

## *Curriculum Requirements\**

- 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.
- II. **Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in a degree or diploma program up to a maximum of 8 semester hours and in a certificate program up to a maximum of 2 semester hours. (*see back of page for Major Hours requirements*)
- III. **Other Required Hours.** A college may require other subjects or courses to complete graduation requirements. These requirements may include electives, orientation, study skills courses, or other graduation requirements.

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
<b>Total Semester Hours Credit in Program</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

## *Major Hours*

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. 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.
- B. Concentration** (*if applicable*). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degree and diploma curriculum programs up to a maximum of 8 semester hours credit and in certificate programs up to a maximum of 2 semester hours credit.

<b>Curriculum Program Title and Code</b>			
	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>
<b>A. CORE</b>			
<b>Required Courses:</b>			
<b>Required Subject Areas:</b>			
<b>B. CONCENTRATION</b> ( <i>Not applicable</i> )			
<b>C. OTHER MAJOR HOURS</b> <i>To be selected from the following prefixes:</i>			

**Attachment 2B**  
**CURRICULUM DESCRIPTION WORKSHEET**

**Intent of the Curriculum** utilizing terms such as:

This curriculum ( is designed to..., prepares individuals..., provides . . . , etc.)

Up to three sentences with a maximum of 40 words for the paragraph.

**Curriculum Content** utilizing statements such as:

Course work includes..., Students will..., etc.

Up to three sentences with a maximum of 40 words for the paragraph.

**Graduates should qualify for or accomplish** (Include certifications, licensure examinations, employment opportunities, etc.)

Up to three sentences with a maximum of 40 words for the paragraph.

**Attachment 2C**

**CONCENTRATION DESCRIPTION WORKSHEET**

(concentration title) is a concentration under the curriculum title of (curriculum title) .

**Intent of the Curriculum** utilizing terms such as:

This curriculum (is designed to..., prepares individuals..., provides..., etc.)

Up to three sentences with a maximum of 40 words for the paragraph.

**Curriculum Content** utilizing statements such as:

Course work includes..., Students will... , etc.

Up to three sentences with a maximum of 40 words for the paragraph.

**Graduates should qualify for or accomplish** (Include certifications, licensure examinations, employment opportunities, etc.)

Up to three sentences with a maximum of 40 words for the paragraph.