

SECTION 22

Forms

Section 22

FORMS

This section contains the forms typically used to add or revise Combined Course Library courses and Curriculum Standards. The following forms are located in this section:

FORM 15-1 Requesting a New Combined Course Library (CCL) course

FORM 15-2 Revision of an Existing Combined Course Library (CCL) course

FORM 15-3 Modification of a Course Classification

FORM 16-1 Revision of a Curriculum Standard

Colleges are encouraged to consult with the appropriate program coordinator at the System Office before completing and submitting these forms.

If an electronic signature is not available, submit one (1) copy of the forms with an original signature to:

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

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

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)			
List CCL Course(s) Similar To Requested Course.		How Is New Course Significantly Different?	
Colleges That Have Been Consulted		Response From Consulted College	
Proposed Course Information			
Three-Letter Prefix: _____		Three-Digit Number: _____	
Course Title (25 characters including spaces) _____			
Hours:	Classroom _____	Lab/Shop _____	Clinical _____
		Work Experience _____	Total Credit _____
Prerequisites: _____		Corequisites: _____	
Description:			
A sentence summary of the course using a maximum of 25 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 25 words <i>(Topics include/Emphasis is placed on...)</i>			
A sentence listing the competencies of the course using a maximum of 25 words <i>(Upon completion, students should be able to ...)</i>			

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.*

Email completed form to "CRC Request" address located in the GroupWise address book.

If form contains no electronic signature, you must also mail one hard copy with original signature to:

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

**Instructions for Completing and Submitting
FORM 15-1
REQUEST FOR NEW 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 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 an 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 phone number for Contact Person.

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.

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.

- 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 the 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).
- Course Title – Enter course title as you would want it to appear in the Combined Course Library, using a maximum of 25 characters. If desired title is more than 25 characters, abbreviate in such a manner as to make the title make sense to persons in the workforce.
- 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.
- Course Description – Enter the description following the guidelines for each sentence. The first sentence is an overview of the course. The second sentence should describe the actual content/topics of the course that every college that offers the course should address. The third sentence should describe measurable outcomes for the course. Make sure wording is clear and appropriately describes the course.

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.

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.

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
 North Carolina Community College System
 5016 Mail Service Center
 Raleigh, NC 27699-5016

FORM 15-2
REQUEST FOR CCL COURSE 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
	_____	_____	_____	_____
Prerequisites: _____		Corequisites: _____		
Description:				
Curriculum Standard(s) with course in core:				
Proposed Course Information				
Three-Letter Prefix: _____		Three-Digit Number: _____		
Course Title (25 characters including spaces): _____				
Hours:	Classroom	Lab/Shop	Clinical	Work Experience
	_____	_____	_____	_____
Prerequisites: _____		Corequisites: _____		
Description:				
A sentence summary of the course using a maximum of 25 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 25 words (<i>Topics include/Emphasis is placed on...</i>)				
A sentence listing the competencies of the course using a maximum of 25 words (<i>Upon completion, students should be able to ...</i>)				

Email completed form to “CRC Request” address located in the GroupWise address book.

If form contains no electronic signature, you must also mail one hard copy with original signature to:

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

**Instructions for Completing and Submitting
FORM 15-2
REQUEST FOR REVISION OF CCL COURSE**

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 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.

Supporting Documentation – This is the research conducted by the requesting college to determine that there is no current course already existing in the Combined_Course Library that meets the need and that the need for the 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 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.

Current Course Information - Complete all sections, using the current information as it appears in-the Combined Course Library.

Proposed Course Information – Provide information for all sections.

- 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).
- Course Title – Enter the current course title or the course title as you would want it to appear in the Combined_Course Library, using a maximum of 25 characters. If desired title is more than 25 characters, abbreviate in such a manner as to make the title make sense to persons in the workforce.
- 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 current description or the revised course description, following the guidelines for each sentence. The first sentence is an overview of the course. The second sentence should describe the actual content/topics of the course that every college that offers the course should address. The third sentence should describe measurable outcomes for the course. Make sure wording is clear and appropriately describes the course.

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
North Carolina Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016

**FORM 15-3
REQUEST FOR 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"/> 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"/> Certificate	

Email completed form to “CRC Request” address located in the GroupWise address book.

If form contains no electronic signature, you must also mail one hard copy with original signature to:

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

**Instructions for Completing and Submitting
FORM 15-3
REQUEST FOR RECLASSIFICATION OF CCL COURSE**

General Information

- All requests for course reclassifications 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 regard request will be copied to the Chief Academic Officer.

Phone – Enter the phone number of the Contact Person.

Rationale for Course 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.

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.

Course Prefix, Course Number and Course Title - Enter exactly as in the Combined Course Library.

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. (AA, AS, or AFA requests should be submitted to the Transfer Advisory Committee.)

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
North Carolina Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016

FORM 16-1
REQUEST FOR CURRICULUM STANDARD 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 Curriculum Standard Revision:			
Supporting Documentation			
Colleges That Have Been Consulted		Response From Consulted Colleges	
Current Curriculum Standard Information			
Curriculum Title:			
Concentration Title:			
Curriculum Code:			
<p>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 System Office web site: http://www.nccommunitycolleges.edu/Programs/index.html and follow the links to the curriculum standards.</p>			
<p>Attach a copy of the proposed Curriculum Standard with the revisions highlighted.</p>			
<p><i>NOTE: Please use the guidelines from Worksheet 1A, 1B, and 1C for preparing FORM 16-1.</i></p>			

**Instructions for Completing and Submitting
FORM 16-1
REQUEST FOR CURRICULUM STANDARD CHANGE**

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 Course 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 that there is the need for the curriculum standard 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 might have an interest in the requested curriculum standard. It is expected that the curriculum standard 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.

Current Curriculum Standard Information - Complete all sections, using the current information 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 website: <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 Attachment 1A, 1B, and 1C, prepare 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:

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

CURRICULUM STANDARD

Effective Term
Semester Year
*[Yr*Semester]*

Curriculum Program _____ Code _____
 Title _____
 Concentration _____

Curriculum Description

Complete this section using the format outlined in WORKSHEET 1B and WORKSHEET 1C.

*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 associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

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

*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.

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 of 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 degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

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

WORKSHEET 1B
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.

WORKSHEET 1C

CONCENTRATION DESCRIPTION WORKSHEET

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