

Please note that Memorandum #3 (CC11-030) announced a revision in Core 44 College Transfer Pathway Codes to: P1012A, P1012B, P1042A and P1042B.



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Dr. R. Scott Ralls, President

October 24, 2011

MEMORANDUM

TO: Presidents
Chief Academic Officers
Chief Student Development Administrators

FROM: Sharon E. Morrissey
Senior Vice President and Chief Academic Officer

SUBJECT: **Career and College Promise – Memorandum #2**
Instructions for Filing Programs of Study for Spring 2012

Session Law 2011-145, the Appropriations Act of 2011, authorizes the State Board of Education and the State Board of Community Colleges to establish the Career and College Promise program, effective January 1, 2012. The State Board of Community Colleges approved the Career and College Promise Operating Procedures and the Core 44 College Transfer Pathways on October 21, 2011. These were distributed to colleges through a numbered memo (C11-026) on October 21, 2011.

The purpose of this memorandum is to provide instructions concerning the manual process for filing Career and College Promise programs of study. Each college must submit a program of study (POS) for each College Transfer Pathway and each Career Technical Education Pathway that the college plans to offer. These programs of study must be approved before students are enrolled. *Pending completion of programming for filing electronic Career and College Promise programs of study in Colleague, we have developed an interim manual process for filing programs of study. Instructions for the manual process are attached.*

Additional information about Career and College Promise registration and registration training is forthcoming from Dr. Saundra Williams in **Memorandum #3**. Mr. Van Wilson will send information concerning the documentation of student eligibility in **Memorandum #4**.

If you have any questions, please contact Ms. Jennifer Frazelle at 919.807.7120 or frazellej@nccommunitycolleges.edu.

SEM/JF/gr

Attachments

c: Saundra Williams Van Wilson
Jennifer Frazelle Elizabeth Self
Program Coordinators

CC11-029
Email

Career and College Promise Pathways
Instructions for Manual Filing of Programs of Study
Spring 2012

General Information:

- Each college must submit a program of study (POS) for each Career and College Promise College Transfer Pathway and Career Technical Education Pathway that the college plans to offer. POS approval authorizes the college to enroll eligible high school students in the courses listed. **Therefore, the POS must be approved before students are enrolled.**
- Colleges are encouraged to submit programs of study as quickly as possible to allow time for review and approval. The deadline for filing a Career and College Promise program of study for Spring Semester 2012 is December 1st.
- Please list a contact person in case additional consultation is needed during the review/approval process.
- Please note that each POS form includes the following statement: *By submitting and requesting approval for this Career and College Promise program of study, our college is verifying its capacity to teach all courses in the submitted program of study.*
- The manual process will be utilized for Spring 2012 and thereafter until programming is complete to enter electronic CCP programs of study in Colleague.
- A college does not need to re-file programs of study unless (1) the college wishes to change a course within a POS, (2) a course or curriculum standard receives statewide revision or (3) programming for filing electronic POS in Colleague is completed; colleges will be notified when electronic POS capability is available.
- Using the instructions and forms included in this document, each college should finalize its CCP program(s) of study and submit them to the following email address:
ccp@nccommunitycolleges.edu
- Your college's President, Chief Academic Officer and contact person will be notified via email when approval has been established.

Information Specific to Core 44 College Transfer Pathway Programs of Study

- The Core 44 College Transfer Pathways are attached. Please utilize these as your guideline as you develop your college transfer pathway program(s) of study.
- The college must already have approval to offer the Associate in Arts in order to file a POS to offer P1010A or P1010B .
- The college must already have approval to offer the Associate in Science in order to file a POS to offer P1040A or P1040B.

Information Specific to Career Technical Education (CTE) Pathway Programs of Study

- The college must already have received State Board approval to offer the traditional program in order to file a POS for a Career Technical Education pathway (i.e. the college must be approved for Welding in order to file a POS to offer a Welding CTE pathway.)
- Utilize the current curriculum standard as your guideline as you develop CTE Pathways. However, please note that the program of study must consist of specific course requirements and may not include elective options (pick lists) for students. The curriculum standards are located at:
<http://www.nccommunitycolleges.edu/Programs/index.html>
- The certificate or diploma CTE program of study must include a minimum of 12 semester hours credit derived from the core of the curriculum standard.
- Your college may submit more than one CTE certificate/diploma for a specific program in order to accommodate the needs of various high school districts. Please file each as a separate certificate/diploma(s).

If you have any questions concerning filing Career and College Promise programs of study, please contact Ms. Jennifer Frazelle at 919.807.7120 or frazellej@nccommunitycolleges.edu.

Career and Technical Education Pathway Program of Study Form

College Name _____ Effective Term: Spring 2012
 Curriculum Code: _____ Curriculum Title _____
 Contact Person: _____ Email: _____ Phone _____

Please note that you must have already received State Board approval to offer the traditional program in order to file a program of study for the Career and Technical Education Pathway. (i.e. your college must be approved for Welding in order to file a program of study to offer a Welding Career and Technical Education Pathway).

The program of study must consist of specific course requirement and may not include elective options (pick lists).

GENERAL EDUCATION COURSES (certificate general education is optional)			
Course Prefix/Num	Course Title		SHC
_____	_____	_____	SHC
_____	_____	_____	SHC
_____	_____	_____	SHC
Total SHC for General Education Courses:			<input style="width: 50px;" type="text"/> SHC
CORE COURSES			
Course Prefix/Num	Course Title		SHC
_____	_____	_____	SHC
_____	_____	_____	SHC
_____	_____	_____	SHC
Total SHC for Core Courses:			<input style="width: 50px;" type="text"/> SHC
OTHER MAJOR COURSES			
Course Prefix/Num	Course Title		SHC
_____	_____	_____	SHC
_____	_____	_____	SHC
_____	_____	_____	SHC
Total SHC for Other Major Courses:			<input style="width: 50px;" type="text"/> SHC
OTHER REQUIRED COURSES			
Course Prefix/Num	Course Title		SHC
_____	_____	_____	SHC
_____	_____	_____	SHC
_____	_____	_____	SHC
Total SHC for Other Required Courses:			<input style="width: 50px;" type="text"/> SHC
Total SHC for Program			<input style="width: 50px;" type="text"/>

By submitting and requesting approval for this Career and College Promise program of study, our college is verifying its capacity to teach all courses in the submitted program of study.

Core 44 College Transfer Pathway – Humanities and Social Science (P1010A) Program of Study Form

College Name _____ Effective Term: Spring 2012
 Contact Person: _____ Email: _____ Phone _____

GENERAL EDUCATION (31 SHC)

- English Composition (6 SHC)**
 _____ ENG 111 Expository Writing 3 SHC
 Select ONE of the following:
 _____ ENG 112 Argument-Based Research 3 SHC
 _____ ENG 113 Literature-Based Research 3 SHC
- Humanities/Fine Arts (6 SHC)**
 _____ ENG 131 Introduction to Literature 3 SHC
 _____ ART 111 Art Appreciation 3 SHC
- Social/Behavioral Sciences (6 SHC)**
 _____ HIS 121 Western Civilization I 3 SHC
 _____ PSY 150 General Psychology 3 SHC
- Natural Sciences/Mathematics (7 SHC)**
 _____ BIO 111 General Biology I 4 SHC
 _____ MAT 161 College Algebra (or higher) 3 SHC
- Other Required General Education (6 SHC)**
 _____ COM 231** Public Speaking 3 SHC
 _____ SPA 111 Elementary Spanish I 3 SHC

Substitutions

A college may substitute courses in the program of study; however, course substitutions must be indicated on the submitted program of study, must fulfill the appropriate general education category, and must match the prefix of the required course (with the exception of foreign language prefixes). A literature course is required; therefore, only transfer courses classified as general education literature may be substituted for ENG 131. Quantitative mathematics options may not be selected.

We would like to use this course:

Instead of this course:

_____ SHC
 _____ SHC
 _____ SHC

***One of the following courses may be utilized as a substitution for COM 231. Please check one of following courses if a substitute will be utilized for COM 231.*

_____ HIS 122 Western Civilization II 3 SHC
 _____ HUM 115 Critical Thinking 3 SHC
 _____ SOC 210 Introduction to Sociology 3 SHC

General Education Total: SHC

OTHER REQUIRED HOURS (1-3 SHC)

The following course is required:
 _____ ACA 122 College Transfer Success 1 SHC

An additional 1 SHC may be included to meet local requirements for a mathematics lab, and an additional 1 SHC may be included to meet local requirements for a foreign language lab. Please list a mathematics lab and/or a foreign language lab, if applicable.

_____ SHC
 _____ SHC

Other Required Hours Total: SHC

Total Semester Hours Credit in Program SHC

By submitting and requesting approval for this Career and College Promise program of study, our college is verifying its capacity to teach all courses in the submitted program of study.

Core 44 College Transfer Pathway -- Business and Economics (P1010B) Program of Study Form

College Name _____ Effective Term: Spring 2012
 Contact Person: _____ Email: _____ Phone _____

GENERAL EDUCATION (31-32 SHC)

English Composition (6 SHC)

ENG 111 Expository Writing 3 SHC

Select ONE of the following:

____ ENG 112 Argument-Based Research 3 SHC

____ ENG 113 Literature-Based Research 3 SHC

Humanities/Fine Arts (3 SHC)

ENG 131 Introduction to Literature 3 SHC

Social/Behavioral Sciences (9 SHC)

HIS 121 Western Civilization I 3 SHC

SOC 210 Introduction to Sociology 3 SHC

ECO 251 Principles of Microeconomics 3 SHC

Natural Sciences/Mathematics (7 SHC)

BIO 111 General Biology I 4 SHC

MAT 161 College Algebra (or higher) 3 SHC

Other Required General Education (6-7 SHC)

CIS 110 Introduction to Computers 3 SHC

COM 231** Public Speaking 3 SHC

Substitutions

A college may substitute courses in the program of study; however, course substitutions must be indicated on the submitted program of study, must fulfill the appropriate general education category, and must match the prefix of the required course (with the exception of foreign language prefixes). A literature course is required; therefore, only transfer courses classified as general education literature may be substituted for ENG 131. Quantitative mathematics options may not be selected.

We would like to use this course:

Instead of this course:

	SHC	
	SHC	
	SHC	

***One of the following courses may be utilized as a substitution for COM 231. Please check one of following courses if a substitute will be utilized for COM 231.*

____ BIO 112 General Biology II 4 SHC

____ ECO 252 Principles of Macroeconomics 3 SHC

____ MAT 151 Statistics I 3 SHC

General Education Total:

SHC

OTHER REQUIRED HOURS (1-2 SHC)

The following course is required:

ACA 122 College Transfer Success 1 SHC

An additional 1 SHC may be included to meet local requirements for a mathematics lab, if applicable.

_____ SHC

Other Required Hours Total:

SHC

Total Semester Hours Credit in Program

SHC

By submitting and requesting approval for this Career and College Promise program of study, our college is verifying its capacity to teach all courses in the submitted program of study.

Core 44 College Transfer Pathway – Life and Health Sciences (P1040A)

Program of Study Form

College Name _____ Effective Term: Spring 2012
 Contact Person: _____ Email: _____ Phone _____

GENERAL EDUCATION (31 SHC)		
English Composition (6 SHC)		
ENG 111	Expository Writing	3 SHC
Select <u>ONE</u> of the following:		
_____ ENG 112	Argument-Based Research	3 SHC
_____ ENG 113	Literature-Based Research	3 SHC
Humanities/Fine Arts (3 SHC)		
ENG 131	Introduction to Literature	3 SHC
Social/Behavioral Sciences (3 SHC)		
HIS 121	Western Civilization I	3 SHC
Natural Sciences/Mathematics (19 SHC)		
BIO 111	General Biology I	4 SHC
BIO 112	General Biology II	4 SHC
CHM 151	General Chemistry I	4 SHC
CHM 152	General Chemistry II	4 SHC
MAT 171	Precalculus Algebra	3 SHC
Substitutions		
<i>A college may substitute courses in the program of study; however, course substitutions must be indicated on the submitted program of study, must fulfill the appropriate general education category, and must match the prefix of the required course (with the exception of foreign language prefixes). A literature course is required; therefore, only transfer courses classified as general education literature may be substituted for ENG 131. Quantitative mathematics options may <u>not</u> be selected.</i>		
We would like to use this course:		Instead of this course:
_____	_____ SHC	_____
_____	_____ SHC	_____
_____	_____ SHC	_____
General Education Total:		<input style="width: 40px; height: 20px;" type="text"/> SHC
OTHER REQUIRED HOURS (1-2 SHC)		
The following course is required:		
ACA 122	College Transfer Success	1 SHC
An additional 1 SHC may be included to meet local requirements for mathematics labs.		
Please list a mathematics lab, if applicable.		
_____	_____ SHC	
Other Required Hours Total:		<input style="width: 40px; height: 20px;" type="text"/> SHC
Total Semester Hours Credit in Program		<input style="width: 40px; height: 20px;" type="text"/> SHC

By submitting and requesting approval for this Career and College Promise program of study, our college is verifying its capacity to teach all courses in the submitted program of study.

Core 44 College Transfer Pathway -- Engineering and Mathematics (P1040B) Program of Study Form

College Name _____ Effective Term: Spring 2012
 Contact Person: _____ Email: _____ Phone _____

GENERAL EDUCATION (29 SHC)		
English Composition (6 SHC)		
ENG 111	Expository Writing	3 SHC
Select <u>ONE</u> of the following:		
____ ENG 112	Argument-Based Research	3 SHC
____ ENG 113	Literature-Based Research	3 SHC
Humanities/Fine Arts (3 SHC)		
ENG 131	Introduction to Literature	3 SHC
Social/Behavioral Sciences (6 SHC)		
HIS 121	Western Civilization I	3 SHC
ECO 251	Principles of Microeconomics	3 SHC
Natural Sciences/Mathematics (14 SHC)		
Natural Sciences (4 SHC)		
CHM 151	General Chemistry I	4 SHC
Mathematics (10 SHC)		
MAT 171	Precalculus Algebra	3 SHC
MAT 172	Precalculus Trigonometry	3 SHC
MAT 271	Calculus I	4 SHC
Substitutions		
<i>A college may substitute courses in the program of study; however, course substitutions must be indicated on the submitted program of study, must fulfill the appropriate general education category, and must match the prefix of the required course (with the exception of foreign language prefixes). A literature course is required; therefore, only transfer courses classified as general education literature may be substituted for ENG 131. Quantitative mathematics options may <u>not</u> be selected.</i>		
We would like to use this course:		Instead of this course:
_____	____ SHC	_____
_____	____ SHC	_____
_____	____ SHC	_____
General Education Total:		<input style="width: 40px; height: 20px;" type="text"/> SHC
OTHER REQUIRED HOURS (1-3 SHC)		
The following course is required:		
ACA 122	College Transfer Success	1 SHC
An additional 2 SHC may be included to meet local requirements for mathematics labs.		
Please list mathematics lab(s), if applicable.		
_____	____ SHC	
_____	____ SHC	
Other Required Hours Total:		<input style="width: 40px; height: 20px;" type="text"/> SHC
Total Semester Hours Credit in Program		<input style="width: 40px; height: 20px;" type="text"/> SHC

By submitting and requesting approval for this Career and College Promise program of study, our college is verifying its capacity to teach all courses in the submitted program of study.

Core 44 College Transfer Pathway - Business and Economics (P1010B)

The Core 44 College Transfer Pathway is designed for high school juniors and seniors who wish to begin the pathway towards a baccalaureate degree. The Core 44 Pathway is a structured set of general education courses leading to completion of the Associate in Arts or Associate in Science diploma (44 hours) or degree (64 hours). Upon completion of the diploma or degree and admission to a North Carolina public university or a participating independent college or university, students will receive credit for the undergraduate, lower-division general education core as established in the Comprehensive Articulation Agreement between the University of North Carolina and the North Carolina Community College System.

GENERAL EDUCATION (31-32 SHC)*	
English Composition (6 SHC)	
ENG 111	Expository Writing (3 SHC)
The second composition course must be selected from the following:	
ENG 112	Argument-Based Research (3 SHC) <i>or</i>
ENG 113	Literature-Based Research (3 SHC)
Humanities/Fine Arts (3 SHC)	
ENG 131	Introduction to Literature (3 SHC)
Social/Behavioral Sciences (9 SHC)	
HIS 121	Western Civilization I (3 SHC)
SOC 210	Introduction to Sociology (3 SHC)
ECO 251	Principles of Microeconomics (3 SHC)
Natural Sciences/Mathematics (7 SHC)	
BIO 111	General Biology I (4 SHC)
MAT 161	College Algebra (3 SHC) (<i>or higher</i>) <i>Quantitative options may not be selected.</i>
Other Required General Education (6-7 SHC)	
CIS 110	Introduction to Computers (3 SHC)
COM 231	Public Speaking (3 SHC)**
<i>*In order to offer the College Transfer Pathway (Business and Economics), a college must submit an electronic program of study for review and receive approval prior to implementation. The program of study must consist of courses approved for college transfer.</i>	
<i>A college may substitute courses in the program of study; however, course substitutions must be indicated on the submitted program of study, must fulfill the appropriate general education category, and must match the prefix of the required course (with the exception of foreign language prefixes). A literature course is required; therefore, only transfer courses classified as general education literature may be substituted for ENG 131.</i>	
<i>**The following courses may be utilized as substitutions for COM 231:</i>	
BIO 112	General Biology II (4 SHC)
ECO 252	Principles of Macroeconomics (3 SHC)
MAT 151	Statistics I (3 SHC)
OTHER REQUIRED HOUR (1 - 2 SHC)	
The following course is required:	
ACA 122	College Transfer Success (1 SHC)
An additional 1 SHC may be included to meet local requirements for a mathematics lab.	
Total Semester Hours Credit (SHC) in Program: 32 - 34	

Core 44 College Transfer Pathway – Engineering and Mathematics (P1040B)

The Core 44 College Transfer Pathway is designed for high school juniors and seniors who wish to begin the pathway towards a baccalaureate degree. The Core 44 Pathway is a structured set of general education courses leading to completion of the Associate in Arts or Associate in Science diploma (44 hours) or degree (64 hours). Upon completion of the diploma or degree and admission to a North Carolina public university or a participating independent college or university, students will receive credit for the undergraduate, lower-division general education core as established in the Comprehensive Articulation Agreement between the University of North Carolina and the North Carolina Community College System.

GENERAL EDUCATION (29 SHC)*
<p>English Composition (6 SHC) ENG 111 Expository Writing (3 SHC) The second composition course must be selected from the following: ENG 112 Argument-Based Research (3 SHC) <i>or</i> ENG 113 Literature-Based Research (3 SHC)</p>
<p>Humanities/Fine Arts (3 SHC) ENG 131 Introduction to Literature (3 SHC)</p>
<p>Social/Behavioral Sciences (6 SHC) HIS 121 Western Civilization I (3 SHC) ECO 251 Principles of Microeconomics (3 SHC)</p>
<p>Natural Sciences/Mathematics (14 SHC) <i>Natural Sciences (4 SHC)</i> CHM 151 General Chemistry I (4 SHC) <i>Mathematics (10 SHC)</i> MAT 171 Precalculus Algebra (3 SHC) MAT 172 Precalculus Trigonometry (3 SHC) MAT 271 Calculus I (4 SHC) <i>Quantitative options may not be selected.</i></p>
<p><i>*In order to offer the College Transfer Pathway (Engineering and Mathematics), a college must submit an electronic program of study for review and receive approval prior to implementation. The program of study must consist of courses approved for college transfer.</i></p> <p><i>A college may substitute courses in the program of study; however, course substitutions must be indicated on the submitted program of study, must fulfill the appropriate general education category, and must match the prefix of the required course (with the exception of foreign language prefixes). A literature course is required; therefore, only transfer courses classified as general education literature may be substituted for ENG 131.</i></p>
OTHER REQUIRED HOUR (1-3 SHC)
<p>The following course is required: ACA 122 College Transfer Success (1 SHC)</p> <p>An additional 2 SHC may be included to meet local requirements for mathematics labs.</p>
Total Semester Hours Credit (SHC) in Program: 30-32

Approved by the State Board of Community Colleges on October 21, 2011

Core 44 College Transfer Pathway - Humanities and Social Science (P1010A)

The Core 44 College Transfer Pathway is designed for high school juniors and seniors who wish to begin the pathway towards a baccalaureate degree. The Core 44 Pathway is a structured set of general education courses leading to completion of the Associate in Arts or Associate in Science diploma (44 hours) or degree (64 hours). Upon completion of the diploma or degree and admission to a North Carolina public university or a participating independent college or university, students will receive credit for the undergraduate, lower-division general education core as established in the Comprehensive Articulation Agreement between the University of North Carolina and the North Carolina Community College System.

GENERAL EDUCATION (31 SHC)*	
English Composition (6 SHC)	
ENG 111	Expository Writing (3 SHC)
The second composition course must be selected from the following:	
ENG 112	Argument-Based Research (3 SHC) <i>or</i>
ENG 113	Literature-Based Research (3 SHC)
Humanities/Fine Arts (6 SHC)	
ENG 131	Introduction to Literature (3 SHC)
ART 111	Art Appreciation (3 SHC)
Social/Behavioral Sciences (6 SHC)	
HIS 121	Western Civilization I (3 SHC)
PSY 150	General Psychology (3 SHC)
Natural Sciences/Mathematics (7 SHC)	
BIO 111	General Biology I (4 SHC)
MAT 161	College Algebra (3 SHC)
Other Required General Education (6 SHC)	
COM 231	Public Speaking (3 SHC)**
SPA 111	Elementary Spanish I (3 SHC)
<i>A college may substitute courses in the program of study; however, course substitutions must be indicated on the submitted program of study, must fulfill the appropriate general education category, and must match the prefix of the required course (with the exception of foreign language prefixes). A literature course is required; therefore, only transfer courses classified as general education literature may be substituted for ENG 131.</i>	
**The following courses may be utilized as substitutions for COM 231:	
HIS 122	Western Civilization II (3 SHC)
HUM 115	Critical Thinking (3 SHC)
SOC 210	Introduction to Sociology (3 SHC)
OTHER REQUIRED HOUR (1 - 3 SHC)	
The following course is required:	
ACA 122	College Transfer Success (1 SHC)
An additional 1 SHC may be included to meet local requirements for a mathematics lab.	
An additional 1 SHC may be included to meet local requirements for a foreign language lab.	
Total Semester Hours Credit (SHC) in Program: 32 - 34	

Core 44 College Transfer Pathway – Life and Health Sciences (P1040A)

The Core 44 College Transfer Pathway is designed for high school juniors and seniors who wish to begin the pathway towards a baccalaureate degree. The Core 44 Pathway is a structured set of general education courses leading to completion of the Associate in Arts or Associate in Science diploma (44 hours) or degree (64 hours). Upon completion of the diploma or degree and admission to a North Carolina public university or a participating independent college or university, students will receive credit for the undergraduate, lower-division general education core as established in the Comprehensive Articulation Agreement between the University of North Carolina and the North Carolina Community College System.

GENERAL EDUCATION (31 SHC)*

English Composition (6 SHC)

ENG 111 Expository Writing (3 SHC)

The second composition course must be selected from the following:

ENG 112 Argument-Based Research (3 SHC) *or*

ENG 113 Literature-Based Research (3 SHC)

Humanities/Fine Arts (3 SHC)

ENG 131 Introduction to Literature (3 SHC)

Social/Behavioral Sciences (3 SHC)

HIS 121 World Civilization I (3 SHC)

Natural Sciences/Mathematics (19 SHC)

BIO 111 General Biology I (4 SHC)

BIO 112 General Biology II (4 SHC)

CHM 151 General Chemistry I (4 SHC)

CHM 152 General Chemistry II (4 SHC)

MAT 171 Precalculus Algebra (3 SHC) (*or higher*)

Quantitative options may not be selected.

**In order to offer the College Transfer Pathway (Life and Health Sciences), a college must submit an electronic program of study for review and receive approval prior to implementation. The program of study must consist of courses approved for college transfer.*

A college may substitute courses in the program of study; however, course substitutions must be indicated on the submitted program of study, must fulfill the appropriate general education category, and must match the prefix of the required course (with the exception of foreign language prefixes). A literature course is required; therefore, only transfer courses classified as general education literature may be substituted for ENG 131.

OTHER REQUIRED HOUR (1 - 2 SHC)

The following course is required:

ACA 122 – College Transfer Success (1 SHC)

An additional 1 SHC may be included to meet local requirements for a mathematics lab.

Total Semester Hours Credit (SHC) in Program: 32 - 33