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**Program Addition Packet**

**OFFICE OF PROPRIETARY SCHOOLS**

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 **Revised 1/2015**

**OVERVIEW**

After being approved for an initial proprietary school license, there will be occasions when you may need to request approval to offer additional programs. This packet provides the forms and procedures for reporting and having these changes approved and recorded. Please contact the Office of Proprietary Schools should you have any additional questions.

1. **Program Additions:**
2. Changes in curriculum design, course additions and new programs must be approved by the Office of Proprietary Schools before the new or amended program can be offered. **All program additions must be submitted and approved before offering any such program(s)**.
3. Programs may also be changed or added during the license renewal process but cannot be offered until the July 1st start of the new license year.
4. The procedures for adding programs during a licensure year are the same as for those for your initial license.
5. Requirements for proposed proprietary school curriculum programs are described below. Submit a cover letter on school letterhead making the specific approval request. With the letter, prepare and submit the curriculum model to include all the specified information for each item. Be succinct and provide information that thoroughly supports the application. Use the ***Curriculum Design and Implementation Plan*** form and corresponding A**ttachments** in this Forms Packet as indicated for each item.

**1.** ***Curriculum Design***

1. Prepare a catalog description that briefly describes the training program including statements concerning the purpose of the curriculum, subject areas or types of courses offered, sample job titles, sources of employment, and special features associated with the curriculum. The description should be appropriate for communicating with prospective students and employers.
2. Prepare a curriculum model that shows the sequence of courses by modules, terms, quarters, etc., the contact hours by categories (class/lecture, lab, shop/clinical/work experience), and the credit hours. Prepare course descriptions for each course, and list prerequisites and co-requisites and course objectives. *(***Use Attachments A-C***.)*
3. List the major job competencies the curriculum is designed to offer. Job competencies are statements that describe the performance skills and level of skills that a person would normally be expected to achieve in order to perform the tasks or duties of the jobs identified for the curriculum. If the curriculum is a multi-level or multi-credential program, list job competencies for each level.
4. ***Resources: Faculty, Equipment, and Facilities (Attachments D-H)***
5. Indicate faculty credentials (education and/or experience) and the number of faculty needed to support the program.
6. Provide information on equipment that will be required to provide the instruction in this curriculum. List and describe existing resources and prepare a detailed list of major equipment with costs for new equipment to be purchased. Indicate when these items are to be purchased and what resources are available to make such procurement.
7. Provide a description of the type of facilities that will be needed, determine what is currently available, and prepare a plan for development or acquisition of additional facilities. The source of funding for development of new facilities should be specified. The facilities should be appropriate to the type of instruction required by the proposed curriculum and should be adequate to accommodate the projected number of students. The institution should have such facilities or should demonstrate how they will be acquired.

***3. Special Admissions Requirements***

Specify special admission requirements for this curriculum.

4. ***Special Certification Requirements***

Specify special accreditation, certification, licensure, or other requirements, which program graduates may be expected to have completed prior to entering the job market.

 ***5. Other State Agency Approval***

Identify any applicable state agency approval requirements. Furnish approval letters from any necessary state agency. For example: Nurse Aide I (DHHS); Nurse Aide II (NCBON); Nitrous Oxide (NC Dental Board). If approval has not been obtained, provide written documentation of the time-frame involved in obtaining program approval.

**CURRICULUM GUIDELINES AND REGULATIONS**

In an effort to communicate clearly, provide guidance, and ensure compliance with the current state statutes, the North Carolina Community College System provides the following guidelines regarding curriculum requirements for diploma and certificate programs in North Carolina Proprietary Schools. Programs where the curriculum is mandated by other licensing boards, such as Nurse Aide I (NA I), are exempt from these guidelines.

**Curriculum Requirements**

**I. General Education -** 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. General Education includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. General education course prefixes should reflect these areas of study.

**II. Major Hours -** Diploma, and certificate programs must include courses that offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in a diploma program up to a maximum of 4 semester hours and in a certificate program up to a maximum of 2 semester hours.

**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.

**Definitions of Credit Hours**

Credit Hours:

(a) Credit of one semester hour is awarded for each 16 hours of "class work." Class work is lecture and other classroom instruction. Class work is under the supervision of an instructor.

(b) Credit of one semester hour is awarded for each 32 hours of "experiential laboratory work." Experiential laboratory work means instruction given to a student by an instructor to increase the student’s knowledge and skills without immediate student application.

(c) Credit of one semester hour is awarded for each 48 hours of "faculty directed laboratory work." Faculty directed laboratory involves structured and coordinated demonstration by an instructor with immediate student application.

(d) Credit of one semester hour is awarded for each 48 hours of "clinical practice." Clinical practice is a structured, faculty-directed learning experience in a health sciences program which develops job proficiency. Clinical practice requires significant preparation, coordination, and scheduling by the faculty and is under the supervision of an instructor or preceptor who is qualified for the particular program.

(e) Credit of one semester hour is awarded for each 160 hours of "work experience" such as cooperative education, practicums, and internships. Work experience involves the development of job skills by providing the student with employment that is directly related to, and coordinated with, the educational program. Student activity in work experience is planned and coordinated by a college representative, and the employer is responsible for the control and supervision of the student on the job.

**Credit Hour/Clock Hour Definitions Table**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Clock Hours** | **Semester Credit Hours** | **Quarter Credit Hours** |
| **Class Work** | 16 | 1 | 1.5 |
| **Experiential Laboratory Work** | 32 | 1 | 1.5 |
| **Faculty Directed Laboratory Work** | 48 | 1 | 1.5 |
| **Clinical Practice** | 48 | 1 | 1.5 |
| **Work Experience** | 160 | 1 | 1.5 |

**Credit Hour/Clock Hour Conversion Table**

|  |  |  |
| --- | --- | --- |
|  | **Diploma** | **Certificate** |
| **Semester Hrs** | **Qtr****Hrs** | **Clock****Hrs** | **Semester Hrs** | **Qtr****Hrs** | **Clock****Hrs** |
| **Minimum General Education** | 6 | 9 | 96 | 0 | 0 | 0 |
| **Minimum Major Hours** | 30 | 20 | 480 | 12 | 18 | 192 |
| **Other Required Hours** | 0-4 | 0-6 | 0-64 | 0-1 | 0-1.5 | 0-16 |
| **Total Semester Hours** | 36-40 | 54-60 | 576-640 | 12-13 | 18-19.5 | 192-208 |
| **16 clock hours = 1 semester hour = 1.5 quarter hours** |

**The following regulations should also be considered when developing the Curriculum Design and Implementation Plan:**

1. A school licensed under G.S. 115D, Article 8, shall limit its offering in certificate, diploma and degree courses and special subjects to the courses and subjects for which it has been licensed to offer (*degree programs are licensed by the University of North Carolina Board of Governors*). At the beginning of each quarter, each school shall post the schedule of subjects being offered during the quarter. This schedule will show the time and teacher for each subject and designate the room in which the subject will be taught. Each student shall be given a written schedule of classes at the beginning of each quarter to show the student’s individual schedule.
2. Schools shall not publish in their catalogues courses which they have not been licensed to offer. When a school is licensed to offer a course and enrolls students in the course, the school shall maintain sufficient and qualified faculty to teach all subjects required for completing the course during the time stipulated in the school’s bulletin as the required time to complete the course and shall schedule classes so that the students will be able to receive instruction in all subjects for the number of instructional hours as advertised in the school’s bulletin under which the students enrolled. When a school previously licensed to offer a course fails to maintain the qualifications for continuing the course, the course shall be removed from the catalogue or stamped “not offered.”
3. The number of curricula offered by a school shall be realistic in relationship to faculty and student enrollment. As a general rule, the number of curricula offered shall not exceed the number of faculty employed on a full-time basis.
4. The school shall arrange its calendar one calendar year in advance and give full information to prospective and enrolled students about holidays; beginning and ending dates of each quarter, term or semester; and other important dates.
5. Schools may measure instruction on a clock-hour or credit hour basis. The catalogue shall provide a clear definition of the method used. The school catalogue must show the number of clock hours or credit hours for each subject offered and the minimum clock hours or credit hours a student must carry for full-time enrollment. Courses offered on a credit hour basis must show class hours, laboratory hours, and credit hours.
6. The ratio between student and instructor shall be reasonable at all times and in keeping with generally accepted delivery modes, including technology and course content.
7. Class period shall be a minimum of 50 minutes net instruction.
8. Certificates, diplomas and degrees shall be issued only upon completion of a standard diploma or degree course.
9. Students enrolled in diploma or degree programs shall not be enrolled except at the beginning of each quarter or term.

***FOR PROPOSED PROGRAM ADDITIONS:***

1. Complete the ***Proposal to Add a New Program*** form for each proposed new program.
2. Complete *ALL* sections of the form, using the appropriate attachments as indicated.
3. Submit the ***Proposal to Add a New Program*** form(s) with a certified bank check or money order in the amount of $200 (per program), made payable to the North Carolina State Treasurer, to the Office of Proprietary Schools.

**NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES**

**OFFICE OF PROPRIETARY SCHOOLS**

**PROPOSAL TO ADD A NEW PROGRAM**

***1. School Name***

***2. Program Name***

***3. Rationale for Addition of New Program***

1. Number of currently available employment positions related to this program in:

North Carolina , the U.S. , and/or world-wide .

Indicate source:

1. Number of employment positions projected to be available in two years in:

North Carolina , the U.S. , and/or world-wide .

Indicate source:

 c. Indicate and provide additional documentation/information if program is justified by other data.

***4. Curriculum Design***

a. Job Competencies:

b. Catalog Description:

c. Curriculum Model -Use Attachments A-C.

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***5. Resources – Faculty, Equipment, Facilities, and Texts (Complete Attachments D-G.)***

***6. Special Admissions Requirements:***

***7. Special Certification Requirements:*** Specify special accreditation, certification, licensure, or other requirements, which program graduates may be expected to have completed prior to entering the job market.

***8. Other Accreditation/Approval:*** Identify any applicable state agency approval requirements. Furnish approval letters from any necessary state agency. For example: Nurse Aide I (DHHS); Nurse Aide II (NCBON); Nitrous Oxide (NC Dental Board). If approval has not been obtained, provide written documentation of the time-frame involved in obtaining program approval.

***9. Syllabus:*** Submit a proposed syllabus for each class comprising the program submitted for licensing along with the Attachments that follow (A-H).

***Revised 1/2015***

**ATTACHMENT A - CURRICULUM MODEL**

***List EACH SEPARATE course in SEQUENCE, making up the proposed program. [NOTE: The first line is an EXAMPLE.]***

|  |  |
| --- | --- |
| Course | Hours |
| **Module,****Term** | **Code** | **No.** | **Title** | **Contact****Lecture** | **Lab, Shop, Clinical, Work Experience (specify L, S, C, W)** | **Total** | **Credit Hours** |
| **I** | **TY** | **101** | **Beginning Typing** | **11** | **44 (L)** | **55** | **3** |
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**ATTACHMENT B - COURSE DESCRIPTIONS AND OBJECTIVES**

***For EACH* SEPARATE** course making up the proposed program, provide the course description that will appear in the school catalog, as well as the specific objectives students are expected to learn and/or master.

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| --- | --- | --- |
| ***Course Title*** | ***Course Description*** | ***Course Objectives (List)*** |
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***ATTACHMENT C -* COURSE PREREQUISITES AND CO-REQUISITES**

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| --- | --- |
| **Course** | **Prerequisites/Co-requisites** |
| **Module,****Term** | ***Code*** | **No.** | ***Title*** | **Module,****Term** | ***Code*** | **No.** | **Title** | ***Prereq*****(P)** | ***Co-req*****(C)** |
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**ATTACHMENT D**

**RESOURCES – FACULTY**

|  |  |
| --- | --- |
| **Course** | **Resource** |
| Module,Term, | Code | No. | **Title** |  **Faculty Credentials** **(Education and/or Experience)** | **No. of Faculty*****Needed to*** **Support Program** |
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**ATTACHMENT E**

**RESOURCES – EQUIPMENT**

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| --- | --- |
| **Course** | **Resource** |
| **Module, Term,** | **Code** | **No.** | **Title** | **Equipment Needed****For Instruction** | **Existing Resource****or New (to Purchase)** | **Cost** **(New)** | **Purchase****Date** | **Funding****for Purchase** |
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**ATTACHMENT F**

**RESOURCES – FACILITIES**

|  |  |
| --- | --- |
| **Course** | **Facility** |
| **Title** | **Description of Type of Facilities Needed** | **Currently Available Facilities** | **Development/ Acquisition of Additional Facilities** | **Source of Funding** **for New Facilities** |
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**ATTACHMENT G**

**RESOURCES – TEXTS**

|  |  |
| --- | --- |
| **Course** | **Textbook** |
| **Module, Term** | **Code** | **No.** | **Title** | **Text** | **Author** | **Publisher** | **Copyright** | **Cost** |
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**ATTACHMENT H**

**RESOURCES – OTHER ITEMS**

|  |  |
| --- | --- |
| Course | **Other Instructional Items Needed by Student** |
| **Module,** **Term** | **Code** | **No.** | **Title** | **Item** | **Cost** |
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