**FORM 15-3**

**Request for *Combined Course Library (CCL)* Course Reclassification**

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| --- | --- | --- |
| Name of College: Select a college from the dropdown. | | |
| Chief Academic Officer (Last, First, MI): | | |
| Chief Academic Officer Signature: | | Date: Select date. |
| Contact Person: | | |
| Email: | | |
| Phone: | | |
| Rationale for Course Reclassification: | | |
| **Supporting Documentation (Complete the following sections.)** | | |
| Colleges That Have Been Consulted: | | |
| Response from Consulted Colleges: | | |
| **Current Course Information** | | |
| Three-Letter Prefix: | Three-Digit Number: | |
| Course Title: | | |
| **Requested Action** | | |
| Identify the curriculum(s) for which the course is intended: | | |
| **Select “A” to add or “R” to remove:** | | |
| **General Education** | | |
| Communications: Select | | |
| Humanities/Fine Arts: Select | | |
| Mathematics: Select | | |
| Social/Behavioral Sciences: Select | | |
| Natural Sciences: Select | | |
| **Major Hours** | | |
| Restrict to Major | | |
| Restrict to Concentration | | |
| **Identify all the credential levels for which this course is appropriate:** | | |
| AAS | | |
| Diploma | | |
| 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 to initiate this process.* | | |

**Submitting the Request**

Submit the completed request form by email to: [ccrc@nccommunitycolleges.edu](mailto:ccrc@nccommunitycolleges.edu). 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 (in addition to the emailed submission) to:

Senior Vice President/Chief Academic Officer

Academic and Student Services

North Carolina Community College System Office

5016 Mail Service Center

Raleigh, NC 27699-5016

*Your college (President and CAO) should receive a letter of receipt within two weeks of submission.*