**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. 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.*