**FORM 15-1**

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

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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 New Course:      |
| **Supporting Documentation (Complete all sections.)** |
| *Utilize the keyword search function located through* [*http://www.nccommunitycolleges.edu/academic-programs/combined-course-library*](http://www.nccommunitycolleges.edu/academic-programs/combined-course-library) *(faculty/staff search for curriculum courses) to locate similar courses.* |
| List a current *CCL* course that is most similar to the requested course. Also list any other similar *CCL* course(s):      |
| How is the new course significantly different from the identified courses?      |
| Colleges That Have Been Consulted:      |
| Senior Institutions That Have Been Consulted (for Transfer Courses):      |
| Response from Consulted Colleges/Senior Institutions:      |
| **Proposed Course Information** |
| Three-Letter Prefix:     | Three-Digit Number:     |
| Short Title (30 characters including spaces):      |
| Long Title (for clarification):      |
| Classroom HoursSelect | Lab/Shop HoursSelect | Clinical HoursSelect | Work Experience HoursSelect | Total Credit Hours      |
| Prerequisite(s):       |
| Corequisite(s):       |
| Description:A one sentence summary of the course using a maximum of 40 words*(This course provides/introduces/covers/is designed to/includes...)*      |
| A one sentence summary listing the major components of the course using a maximum of 40 words*(Topics include/Emphasis is placed on...)*      |
| A one sentence summary listing the competencies of the course using a maximum of 50 wordsUpon completion, students should be able to       |

**FORM 15-1**

**REQUEST FOR NEW *CCL* COURSE**

**(page 2 of 2)**

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| 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**:The New Course is Intended for: [ ]  College Transfer [ ]  Cert/Dip/AAS |
| **General Education** |
| [ ]  Communications |
| [ ]  Humanities/Fine Arts |
| [ ]  Mathematics |
| [ ]  Social/Behavioral Sciences |
| [ ]  Natural Sciences |
| [ ]  Universal General Education Transfer (UGETC) |
| **Major Hours** |
| [ ]  Core |
| [ ]  Concentration |
| [ ]  Other Major Hours |
| [ ]  Premajor/Elective (AA/AS/AE/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 |
| [ ]  Associate Degree (AA/AS/AE/AFA)\* |
| ***\*****An**AA/AS/AE/AFA course request must be accompanied by an endorsement from at least one of the CAOs of a UNC senior institution indicating transfer acceptance of the course with indication of transfer designation (general education, pre-major, or elective.) If the request for a new transfer (CAA) course is approved by the CRC, the procedures as indicated in Appendix C of the Comprehensive Articulation Agreement will need to be followed.* |

**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.*