



CURRICULUM PROCEDURES REFERENCE MANUAL

SECTION 16

Curriculum Standard Revision

Section 16 CURRICULUM STANDARD REVISION

Revised Curriculum Standard. A revision of an existing curriculum standard shall:

- (1) Have written concurrence by two-thirds of colleges approved to offer the curriculum program; and*
- (2) Be in alignment with criteria outlined in 1D.SBCCC 400.10(e).*
- (3) The President of the North Carolina Community College System shall have the authority to approve or deny the revision of an existing curriculum standard. If only two colleges are approved to offer the curriculum, and written concurrence is not obtained from both colleges, the State Board of Community Colleges shall have the authority to approve or deny the revision to the existing curriculum standard.*
(1D SBCCC 400.9 (b))

Revision of the Curriculum Standard Description or Title, Addition/Deletion of Core Courses

Curriculum standard revisions may be submitted at any time using the appropriate revision format (see attachments). Colleges must consult with other colleges approved to offer the program prior to submitting the request and document the results of the consultation on the request form.

Following receipt of the request, System Office staff will solicit a vote from the colleges approved to offer the curriculum to determine official concurrence with the revision. Written concurrence by two-thirds majority of colleges approved to offer the curriculum program is required before the request can be acted upon by the System Office President.

Completed curriculum standard revision requests with two-thirds concurrence of colleges approved to offer the program will be processed within 45 days. The time period is needed to allow three weeks for votes to be received. If the requesting college is the only college approved to offer the program, the time required for processing will be much shorter.

If a two-thirds majority concurrence is not obtained, the request will be withdrawn and feedback from the opposing college(s) will be returned to the requesting college. The requesting college may make adjustments based on the feedback and resubmit a second request for revision.

If only two colleges are approved for the program and the second college opposes the revision, feedback from the opposing college will be provided to the requesting college. The State Board of Community Colleges shall have the authority to approve or deny the revision to the curriculum standard if resolution cannot be obtained between the two colleges.

Colleges are encouraged to contact the appropriate program coordinator at the System Office prior to completion and submission of curriculum standard forms.

The curriculum standard revision form with original signatures should be submitted to:

Senior Vice President/Chief Academic Officer
Academic and Student Services
North Carolina Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016

Addition of a Prefix to Other Major Hours

Curriculum course prefixes listed under the “other major” area of the curriculum standard must indicate content that is directly related to the curriculum program. A maximum of nine semester hours of credit may be selected from any prefix listed on the curriculum standard, with the exception of prefixes listed in the core or concentration.

A request to add a prefix can be reviewed, and if appropriate, approved by the System Office staff. The prefix addition request can be submitted in the form of an email to the appropriate Program Coordinator. *(A list of program titles and the responsible Coordinator are located in Section 7 of the Curriculum Procedures Reference Manual.)*

Please note that a form is not required for this process, however, the email should indicate the program title, code and a rationale for the addition. The rationale should speak to the relationship between the content of the requested prefix and the content of the curriculum program as well as a system-wide need for the addition of a prefix which will allow the addition of up to nine hours of courses with the specific prefix.

Complete and appropriate prefix addition requests will be processed within seven days. Please note that if the addition of a prefix to a program may cause an impact to other programs, additional information or approvals may be needed.

Revision to a Core Course

If the Curriculum Course Review Committee (CCRC) approves revision(s) to a curriculum course, which is a core course on a curriculum standard, a curriculum standard revision will occur. *The State Board has delegated the approval authority to the Executive Vice President for Programs and Chief Academic Officer for curriculum standard revisions that need to be made based on a CCRC-approved core course change.*

Attachment 1

REQUEST FOR CURRICULUM STANDARD REVISION

| | | | |
|--|-----------|--|---------------|
| Name of College | | | |
| Chief Academic Officer | | | |
| (print or type) | Last Name | First Name | MI |
| Chief Academic Officer | | | |
| | Signature | | Date |
| Contact Person: | | Email Address: | Phone Number: |
| Curriculum Title: | | Curriculum Code: | |
| Requested Revision: | | | |
| Rationale for Curriculum Standard Revision: | | | |
| Supporting Documentation | | | |
| Colleges That Have Been Consulted: | | Response From Consulted Colleges: | |
| Attach a copy of the current Curriculum Standard. Current State Board-approved curriculum standards are located at: http://www.nccommunitycolleges.edu/Programs/index.html | | | |
| Attach a copy of the proposed Curriculum Standard with the revisions highlighted. | | | |
| <i>NOTE: Please use the guidelines from Attachments 2A, 2B, and 2C for preparing proposed curriculum standard.</i> | | | |

**Instructions for Completing and Submitting
Attachment 1
REQUEST FOR CURRICULUM STANDARD REVISION**

General Information

Use as much space as needed in cells where information is not specifically limited. As with all tables, each cell will expand as information is entered, and the table will flow across pages.

Instructions for Completing Form

Name of College – Enter name of college in cell provided.

Chief Academic Officer – Enter name of CAO in cells provided using last, first, middle initial format.

Chief Academic Officer Signature – After all other information is entered, obtain signature of CAO.

Contact Person – Enter the name of the person who should be contacted for questions concerning the requested revision. *Communication regarding request will be copied to the Chief Academic Officer.*

Email – Enter the email address of the contact person.

Phone - Enter the phone number of the contact person.

Curriculum Title – Enter the current curriculum title of the curriculum standard.

Curriculum Code - Enter the current curriculum code of the curriculum standard.

Requested Revision – Provide the specific revision(s) that your college would like to request for the proposed curriculum standard.

Rationale for Curriculum Standard Revision – Enter explicit statement(s) of the process that led the college to decide that the curriculum standard needs revision. *This cell will expand to accommodate as much verbiage as needed.*

Supporting Documentation – This is the research conducted by the requesting college to determine the need for the curriculum standard revision is system-wide. The required items of documentation are as follows:

- Colleges That Have Been Consulted – The requesting college must contact a representative sampling of colleges who are approved to offer the program. It is expected that through this process the proposed revised curriculum standard will reflect the needs of all colleges offering the program.
- Response From Consulted Colleges – The contacted colleges do not have to be in agreement for the requesting college to proceed with the request. However, an indication of the strength of the agreement must be presented, along with objections or suggestions for changes voiced by the consulted colleges.

Attach a copy of the current Curriculum Standard – Current curriculum standards are located at:
<http://www.nccommunitycolleges.edu/Programs/index.html>

Attach a Copy of the Proposed Standard— Enter the effective term in the box located in the upper right-hand corner of the document. Using the guidelines from Attachments 2A, 2B, and 2C, prepare a proposed Curriculum Standard with the revisions highlighted.

Submitting the Request

Submit the completed curriculum standard request form to:

Senior Vice President/Chief Academic Officer
Academic and Student Services
North Carolina Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016

CURRICULUM STANDARD

Effective Term

_____ 201_

[201_*0_]

Curriculum Program

Code

Title

Concentration

Curriculum Description

Complete this section using the format outlined in Attachment 2B and 2C.

Curriculum Requirements*

[for associate degree, diploma, and certificate programs in accordance with 1D SBCCC 400.10]

- I. **General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. 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.
- II. **Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work-based learning may be included in a degree or diploma program up to a maximum of 8 semester hours and in a certificate program up to a maximum of 2 semester hours. *(see back of page for Major Hours requirements)*
- 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.

| | AAS | Diploma | Certificate |
|--|--------------|----------------|--------------------|
| Minimum General Education Hours | 15 | 6 | 0 |
| Minimum Major Hours | 49 | 30 | 12 |
| Other Required Hours | 0-7 | 0-4 | 0-1 |
| Total Semester Hours Credit (SHC) | 64-76 | 36-48 | 12-18 |

Major Hours

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (*if applicable*). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work-based learning may be included in associate in applied science degree and diploma curriculum programs up to a maximum of 8 semester hours credit and in certificate programs up to a maximum of 2 semester hours credit.

Curriculum Program Title and Code

| | AAS | Diploma | Certificate |
|---|---------------|----------------|--------------------|
| Minimum Major Hours Required | 49 SHC | 30 SHC | 12 SHC |
| A. CORE | | | |
| Required Courses: | | | |
| Required Subject Areas: | | | |
| B. CONCENTRATION (<i>Not applicable</i>) | | | |
| C. OTHER MAJOR HOURS <i>To be selected from the following prefixes:</i> | | | |
| <i>Up to two semester hour credits may be selected from ACA.</i> | | | |
| <i>Up to three semester hour credits may be selected from the following prefixes: ARA, ASL, CHI, FRE, GER, ITA, JPN, LAT, POR, RUS and SPA.</i> | | | |

Attachment 2B

CURRICULUM DESCRIPTION WORKSHEET

The curriculum description should be comprised of three paragraphs.

Paragraph I

Intent of the Curriculum utilizing terms such as:

This curriculum (is designed to..., prepares individuals..., provides . . . , etc.)

Up to three sentences with a maximum of 40 words for the paragraph.

Paragraph II

Curriculum Content utilizing statements such as:

Course work includes..., Students will..., etc.

Up to three sentences with a maximum of 40 words for the paragraph.

Paragraph III

Graduates should qualify for or accomplish (Include certifications, licensure examinations, employment opportunities, etc.)

Up to three sentences with a maximum of 40 words for the paragraph.

Attachment 2C

CONCENTRATION DESCRIPTION WORKSHEET

The curriculum description for a concentration should be comprised of three paragraphs.

Paragraph I

| |
|--|
| <p>_____ is a concentration under the curriculum title of _____ . (concentration title) (curriculum title)</p> <p>Intent of the Curriculum utilizing terms such as:</p> <p>_____</p> <p>This curriculum (is designed to..., prepares individuals..., provides..., etc.)</p> |
|--|

Up to three sentences with a maximum of 40 words for the paragraph.

Paragraph II

| |
|---|
| <p>Curriculum Content utilizing statements such as:</p> <p>_____</p> <p>Course work includes..., Students will... , etc.</p> |
|---|

Up to three sentences with a maximum of 40 words for the paragraph.

Paragraph III

| |
|--|
| <p>Graduates should qualify for or accomplish (Include certifications, licensure examinations, employment opportunities, etc.)</p> <p>_____</p> |
|--|

Up to three sentences with a maximum of 40 words for the paragraph.

**Program Major Title Aligned with a Career Cluster
(Code Green Super CIP curriculum standards)**

Please review Section 7 of the *Curriculum Procedures Reference Manual* to determine if the proposed curriculum standard revision is a program major title aligned with a career cluster. Please contact the appropriate program coordinator (as identified in Section 7) for assistance in this type of curriculum standard revision.