State Board of Community Colleges Code
Title 1 – COMMUNITY COLLEGES

CHAPTER D. EDUCATIONAL PROGRAMS

SUBCHAPTER 400. CURRICULUM PROGRAM OF STUDY

1D SBCCC 400.10 Curriculum Program of Study

(a) Each curriculum program shall be designed based on criteria established by the curriculum standard for the individual program.

(b) In all programs, colleges shall comply with the Southern Association of Colleges and Schools Commission on Colleges' general education requirements and the general education areas identified by the State Board of Community Colleges.

(c) The initial and revised program of study shall be filed with and approved by the North Carolina Community College System Office prior to implementation. If a curriculum standard is revised, a revised program of study shall be submitted and approved by the North Carolina Community College System Office within one year following the effective term, unless immediate implementaton is required by the State Board of Community Colleges.

(d) The associate in general education and general occupational technology programs shall be comprised of courses from the college's other approved programs of study. Colleges are not required to file programs of study for the associate in general education or general occupational technology programs with the North Carolina Community College System Office for review or approval.

(e) The following components shall be included in the development of a curriculum program of study:

(1) Semester Hour Credits Required: The total semester hours of credit required are as follows:

(A) Certificate: A certificate program which is a stand-alone curriculum program title or which is the highest credential level awarded under an approved associate in applied science degree or diploma program shall include a minimum of twelve semester hours of credit from core courses as defined in 1D SBCCC 400.10(e)(3)(A) and as indicated on the curriculum standard as

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defined in 1D SBCCC 400.9. The certificate program shall consist of a minimum of twelve and a maximum of eighteen semester hours of credit from curriculum courses at the 100-299 level.

(B) Diploma: A diploma program which is a stand-alone curriculum program title or which is the highest credential level awarded under an approved associate in applied science degree shall include a minimum of twelve semester hours of credit from core courses as defined in 1D SBCCC 400.10(e)(3)(A) as indicated on the curriculum standard as defined in 1D SBCCC 400.9. The diploma program shall consist of a minimum of thirty-six and a maximum of forty-eight semester hours of credit from curriculum courses at the 100-299 level.

(C) Associate in Applied Science: The associate in applied science program shall consist of a minimum of sixty-four and a maximum of seventy-six semester hours of credit from curriculum courses at the 110-199 and 210-299 levels. Within the Associate in Applied Science program the college shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.

(D) Associate in Arts, Science, and Engineering: The associate in arts, science, and engineering programs shall consist of a minimum of sixty and a maximum of sixty-one semester hours of credit from approved college transfer curriculum courses at the 110-199 and 210-299 levels. Within the Associate in Arts, Science, and Engineering program, the college shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.

(E) Associate in Fine Arts in Music, Visual Arts and Theatre: The associate in fine arts in music, visual arts, and theatre programs shall consist of a minimum of sixty and a maximum of sixty-one semester hours of credit from approved college transfer curriculum courses at the 110-199 and 210-299 levels. Within the associate in fine arts in music, visual arts, and theatre programs, the college shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.

(F) Associate in General Education: The associate in general education program

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shall consist of a minimum of sixty-four and a maximum of sixty-five semester hours of credits from curriculum courses at the 110-199 and 210-299 levels and that are comprised of courses from the college's other approved programs of study. Within the associate in general education program, the college shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.

(G) Associate in General Education Nursing: The associate in general education nursing program shall consist of a minimum of sixty and a maximum of sixty-one semester hours of credits from curriculum courses at the 110-199 and 210-299 levels. Within the associate in general education nursing program, the college shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.

(2) General Education: The general education hours required are as follows:

(A) Certificate: General education is optional in certificate curricula.

(B) Diploma: A diploma program shall include a minimum of six semester hours of credit from general education curriculum courses selected from the Combined Course Library, including:

(i) a minimum of three semester hours in communications; and

(ii) a minimum of three semester hours in humanities/fine arts, social/behavioral sciences, natural sciences or mathematics.

(C) Associate in Applied Science and Associate in General Education: An associate in applied science and an associate in general education program shall include a minimum of 15 semester hours of credit from general education curriculum courses selected from the Combined Course Library, including:

(i) a minimum of six hours in communications. ENG 111 shall be utilized for three of these hours. ENG 110 may be utilized as a substitute for ENG 111 if included in the approved program of study;

(ii) a minimum of three hours in humanities/fine arts;

(iii) a minimum of three hours in social/behavioral sciences; and

(iv) a minimum of three hours in either natural sciences or mathematics.

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(D) Associate in Arts: An associate in arts program shall include a minimum of 45 semester hours of credit from courses classified as general education within the Comprehensive Articulation Agreement from the Combined Course Library, including:

(i) 31-32 semester hours of credit from universal general education transfer component courses that shall include the following:

(I) six semester hours of English composition;

(II) nine semester hours of communications and/or humanities/fine arts;

(III) nine semester hours of social/behavioral science;

(IV) three to four semester hours of mathematics; and

(V) four semester hours of natural sciences.

(ii) An additional 13-14 semester hours of credit from courses classified as general education within the Comprehensive Articulation Agreements.

(E) Associate in Science: An associate in science program shall include a minimum of 45 semester hours of credit from courses classified as general education within the Comprehensive Articulation Agreement from the Combined Course Library, including:

(i) 34 semester hours of credit from universal general education transfer component courses that shall include the following:

(I) six semester hours of English composition;

(II) six semester hours of communications or humanities/fine arts;

(III) six semester hours of social/behavioral science;

(IV) eight semester hours of mathematics; and

(V) eight semester hours of natural sciences.

(ii) An additional 11 semester hours of credit from courses classified as general education within the Comprehensive Articulation Agreement.

(F) Associate in Fine Arts in Music: An associate in fine arts in music program shall include a minimum of 25 semester hours of credit from courses classified as general education within the Comprehensive Articulation Agreement from the Combined Course Library, including:

(i) a minimum of 22 semester hours of credit from universal general education transfer component courses that shall include the following:

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(I) six semester hours of English composition;
(II) three semester hours of communications and/or humanities/fine arts;
(III) six semester hours of social/behavioral science;
(IV) three to four semester hours of mathematics; and
(V) four semester hours of natural sciences.

(ii) An additional 3 semester hours of credit from courses classified as general education within the Comprehensive Articulation Agreement.

(G) Associate in Fine Arts in Theatre: An associate in fine arts in theatre program shall include a minimum of 31 semester hours of credit from universal general education component courses selected from the Combined Course Library, including:

(i) six semester hours of English composition;
(ii) nine semester hours of communications or humanities/fine arts;
(iii) nine semester hours of social/behavioral science;
(iv) three to four semester hours of mathematics; and
(v) four semester hours of natural sciences.

(H) Associate in Fine Arts in Visual Arts: An associate in fine arts in visual arts program shall include a minimum of 25 semester hours of credit from universal general education component courses selected from the Combined Course Library, including:

(i) six semester hours of English composition;
(ii) six semester hours of communications or humanities/fine arts;
(iii) six semester hours of social/behavioral science;
(iv) three to four semester hours of mathematics; and
(v) four semester hours of natural sciences.

(I) Associate in Engineering: An Associate in Engineering program shall include a minimum of 42 semester hours of credit from universal general education component courses selected from the Combined Course Library, including:

(i) six semester hours of English composition
(ii) three semester hours of humanities
(iii) three semester hours of humanities/fine arts or communications
(iv) six semester hours of social/behavioral science

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(v) twelve semester hours of mathematics; and

(vi) twelve semester hours of natural sciences.

(J) Associate in General Education Nursing: An Associate in General Education Nursing program shall include a minimum of 52 and a maximum of 54 semester hours of credit from general education curriculum courses selected from the Combined Course Library, including:

(i) six hours in communications.

(ii) nine hours in humanities/fine arts;

(iii) fifteen hours in social/behavioral sciences;

(iv) fifteen to sixteen hours in natural sciences; and

(v) seven to eight hours in mathematics.

(3) Major Hour Requirements are as follows:

(A) Core: Courses identified as curriculum core courses or core subject areas on the curriculum standard for each program title are required for each associate in applied science, diploma and certificate. These criteria do not apply to local certificate or diploma programs if they are not the highest degree level offered at the college.

(B) Concentration: Courses identified on the curriculum standard as required beyond the core for a specific related employment field are required for each program that has been identified as a concentration.

(C) Other Major Hour: Other Major Hour Courses shall be selected from prefixes identified on the curriculum standard. A maximum of nine semester hours of credit may be selected from any non-core prefix listed, with the exception of restricted prefixes as noted on the curriculum standard. An unlimited number of semester hours of credit may be selected from core course prefixes as long as the number of hours selected are in compliance with the maximum number allowed for the Other Major Hour category and the program. These criteria also applies to local certificate, diplomas and associate degree programs.

(4) Other Required Hours: Other required hour requirements are as follows:

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(A) Courses that meet graduation or local employer requirements may be included in a certificate, diploma or associate in applied science program of study with the following range of semester hours of credit:

(i) Certificate: Maximum of one semester hour of credit.

(ii) Diploma: Maximum of four semester hours of credit.

(iii) Associate in Applied Science: Maximum of seven semester hours of credit.

(B) Courses designated as college transfer may be included in the Other Required area of college transfer programs with the following range of semester hours of credit:

(i) Associate in Arts, Science and Engineering: A minimum of 15 semester hours of credit. One semester hour of credit may be included in a 61 semester hours of credit program of study. The transfer of this hour is not guaranteed. The receiving senior institution will determine the transferability of the course.

(ii) Associate in Science: A minimum of 15 semester hours. One semester hour of credit may be included in a 61 semester hours of credit program of study. The transfer of this hour is not guaranteed. The receiving senior institution will determine the transferability of the course.

(iii) Associate in Engineering: A minimum of 18 semester hours of credit. One semester hour of credit may be included in a 61 semester hours of credit program of study. The transfer of this hour is not guaranteed. The receiving senior institution will determine the transferability of the course.

(iv) Associate in Fine Arts in Theater and Visual Arts: A minimum of 16 semester hours of credit. One semester hour of credit may be included in a 61 semester hours of credit program of study. The transfer of this hour is not guaranteed. The receiving senior institution will determine the transferability of the course.

(v) Associate in Fine Arts in Music: A minimum of 34 semester hours of credit. One semester hour of credit may be included in a 61 semester hours of credit program of study. The transfer of this hour is not guaranteed. The receiving senior institution will determine the transferability of the course.

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(5) Selected Topic and Seminar Courses: Selected topic and seminar courses are designed to be temporary courses and shall be revised each semester. Selected topic courses provide an opportunity to explore areas of current interest in specific program or discipline areas with an emphasis on subject matter appropriate to the program or discipline. Seminar courses provide an opportunity to explore topics of current interest with an emphasis on the development of critical listening skills and ability to critically analyze issues to establish informed opinions. Courses designed to be long-term shall be submitted for inclusion in the Combined Course Library. Selected topic and seminar courses may be included in the Other Required Hours as defined in 1D SBCCC 400.10(e)(4) of a program of study with the following range of semester hours of credit:

(A) Certificate, Diploma and Associate in Applied Science: Maximum of three semester hours of credit for both selected topics and seminar courses.

(B) Associate in Arts, Science, Engineering, and Fine Arts in Music, Theatre and Visual Arts: Maximum of one semester hour credit, utilized as the 61st hour, for both selected topic and seminar courses. The transfer of this hour is not guaranteed. The receiving senior institution will determine the transferability of the course.

(C) Associate in General Education. Maximum of three semester hours of credit for both selected topics and seminar courses.

(D) Associate in General Education Nursing: Selected topic and seminar courses may not be included.

(6) Work-Based Learning:

(A) Work-Based Learning is the development of job skills and an opportunity for career exploration by providing the ~~non-captive or~~ non-special credit curriculum student with employment that is coordinated with the educational program. Credit of one semester hour is awarded for each 160 hours of Work-Based Learning ~~i.e.~~i.e., WBL curriculum prefix courses. Work-Based Learning curriculum courses may be included in a program of study with the following range of semester hours of credit:

(i) Certificate: Maximum of two semester hours of credit

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(ii) Diploma: Maximum of four semester hours of credit. Students participating in an apprenticeship registered under the State's Apprenticeship Program may use up to sixteen semester hours of credit in the diploma program.

(iii) Associate in Applied Science: Maximum of eight semester hours of credit. Students participating in an apprenticeship registered under the State's Apprenticeship Program may use up to sixteen semester hours of credit in the associate in applied science program.

(iv) Associate in Arts, Science, Engineering and Fine Arts in Music, Theatre and Visual Arts: Maximum of one semester hour credit which may be utilized as the 61st hour.

(v) Associate in General Education: Maximum of seven semester hours of credit.

(vi) Associate in General Education Nursing: Work-Based Learning shall not be included.

(B) The following are required components for offering Work-Based Learning curriculum courses:

(i) A college faculty coordinator or college work-based learning director shall plan and coordinate student activity in Work-Based Learning

(ii) The employer is responsible for the supervision of the student on the job.

(iii) If a Work-Based Learning curriculum course is required for program completion, the Work-Based Learning curriculum course must be included in a program of study which has been approved by the System Office.

(iv) Students shall meet age and employment requirements established by the ~~State's Apprenticeship Program.~~North Carolina Department of Labor.

(v) A college shall utilize work-based learning (~~i.e.~~i.e., WBL curriculum prefix) course information as listed in the Combined Course Library.

(vi) Consultation between the college representative, employer, and student must occur during the Work-Based Learning experience. Each Work- Based Learning student must receive one mandatory site visit for consultation by college faculty or the work-based learning director. Alternative methods of consultation with the employer and student may be

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utilized if a physical visit is not feasible as determined by the college faculty or work-based learning director responsible for the site visit.

(vii) Students enrolled in Work-Based Learning curriculum courses must be enrolled in an approved curriculum program which includes WBL prefix curriculum course(s).

(C) Colleges must retain a file for Work-Based Learning students that contain the following items:

(i) A current student transcript or Final Grade Report;

(ii) A student time/wage report worksheet;

(iii) A completed Work-Based Learning application;

(iv) A measurable learning outcomes (MLOs) worksheet or a job description. The MLOs are agreed upon experiences that the student will obtain while working. The job description must contain a list of general tasks, or functions, and responsibilities of a position. The employer, college faculty, or work-based learning director, and the student must develop the MLO within the first two weeks of employment. The student, employer and the faculty coordinator (or Work-Based Learning director) shall sign the MLO worksheet. The minimum number of MLOs that must be completed and evaluated are:

(I) 160 contact hours (1 Semester Hour Credit) = 1 MLO

(II) 320 contact hours (2 Semester Hour Credits) = 2 MLOs

(III) 480 contact hours (3 Semester Hour Credits) = 3 MLOs

(IV) 640 contact hours (4 Semester Hour Credits) = 4 MLOs

(v) Documentation of an employer evaluation; and

(vi) Documentation of employer consultation.

Colleges may substitute an apprenticeship agreement in lieu of requirements in 1D SBCCC 400.10(e)(6)(C)(iii-vi) for individuals enrolled in a college program who are participating in an apprenticeship agreement.

(D) Budget FTE

(i) Work-Based Learning curriculum courses shall earn budget/FTE at the 100 percent rate of assigned Work-Based Learning hours and shall not exceed

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a maximum of 320 membership hours per student per semester. Students that are participating in a registered apprenticeship program through the State's Apprenticeship Program shall not exceed 640 membership hours per student per semester.

(ii) Students shall meet class membership requirements and shall also begin the Work-Based Learning experience before a college may claim class hours for budget FTE.

(iii) The college is responsible for assuring that Work-Based Learning experiences are established prior to the beginning of the Work-Based Learning course. The college may report Work-Based Learning activities either as membership hours or contact hours if the following criteria are met:

(I) A student is considered to be in class membership when the student meets the following criteria: enrolled as evidenced by payment of applicable tuition and fees, or obtained a waiver as allowed for in G.S. 115D-5(b); attended one or more classes prior to or on the 10 percent point in the class; and has not withdrawn or dropped the class prior to or on the 10 percent point.

(II) Contact hours. Students may begin and end the Work-Based Learning at any time during the semester or term enrolled. The college reports only the contact hours that the student actually worked within the term.

(III) Work-Based Learning Orientation. In situations where a college chooses to offer a Work-Based Learning orientation, no more than two contact hours of Work-Based Learning orientation may be counted toward the student's work-based learning experience hours. The orientation may occur prior to the beginning of the semester (although those hours may not be counted towards FTE) provided that the college has a written policy for such services.

History Note: *G.S. 115D-5;*
Amended Eff. *November 1, 2017*
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