

# NORTH CAROLINA COMMUNITY COLLEGE SYSTEM Dr. R. Scott Ralls, President

October 24, 2011

# **MEMORANDUM**

TO: Presidents

**Chief Academic Officers** 

Chief Student Development Administrators

FROM: Sharon E. Morrissey

Senior Vice President and Chief Academic Officer

**SUBJECT:** Career and College Promise – Memorandum #2

Instructions for Filing Programs of Study for Spring 2012

Session Law 2011-145, the Appropriations Act of 2011, authorizes the State Board of Education and the State Board of Community Colleges to establish the Career and College Promise program, effective January 1, 2012. The State Board of Community Colleges approved the Career and College Promise Operating Procedures and the Core 44 College Transfer Pathways on October 21, 2011. These were distributed to colleges through a numbered memo (C11-026) on October 21, 2011.

The purpose of this memorandum is to provide instructions concerning the manual process for filing Career and College Promise programs of study. Each college must submit a program of study (POS) for each College Transfer Pathway and each Career Technical Education Pathway that the college plans to offer. These programs of study must be approved before students are enrolled. *Pending completion of programming for filing electronic Career and College Promise programs of study in Colleague, we have developed an interim manual process for filing programs of study. Instructions for the manual process are attached.* 

Additional information about Career and College Promise registration and registration training is forthcoming from Dr. Saundra Williams in **Memorandum #3.** Mr. Van Wilson will send information concerning the documentation of student eligibility in **Memorandum #4**.

If you have any questions, please contact Ms. Jennifer Frazelle at 919.807.7120 or <a href="mailto:frazellej@nccommunitycolleges.edu">frazellej@nccommunitycolleges.edu</a>.

SEM/JF/gr Attachments

c: Saundra Williams

Van Wilson Jennifer Frazelle Elizabeth Self Program Coordinators

CC11-029 Email

# Career and College Promise Pathways Instructions for Manual Filing of Programs of Study Spring 2012

# General Information:

- Each college must submit a program of study (POS) for each Career and College Promise College Transfer Pathway and Career Technical Education Pathway that the college plans to offer. POS approval authorizes the college to enroll eligible high school students in the courses listed. **Therefore, the POS must be approved before students are enrolled**.
- Colleges are encouraged to submit programs of study as quickly as possible to allow time for review and approval. The deadline for filing a Career and College Promise program of study for Spring Semester 2012 is December 1<sup>st</sup>.
- Please list a contact person in case additional consultation is needed during the review/approval process.
- Please note that each POS form includes the following statement: By submitting and requesting approval for this Career and College Promise program of study, our college is verifying its capacity to teach all courses in the submitted program of study.
- The manual process will be utilized for Spring 2012 and thereafter until programming is complete to enter electronic CCP programs of study in Colleague.
- A college does not need to re-file programs of study unless (1) the college wishes to change a course within a POS, (2) a course or curriculum standard receives statewide revision or (3) programming for filing electronic POS in Colleague is completed; colleges will be notified when electronic POS capability is available.
- Using the instructions and forms included in this document, each college should finalize its CCP program(s) of study and submit them to the following email address: <a href="mailto:ccp@nccommunitycolleges.edu">ccp@nccommunitycolleges.edu</a>
- Your college's President, Chief Academic Officer and contact person will be notified via email when approval has been established.

#### Information Specific to Core 44 College Transfer Pathway Programs of Study

- The Core 44 College Transfer Pathways are attached. Please utilize these as your guideline as you develop your college transfer pathway program(s) of study.
- The college must already have approval to offer the Associate in Arts in order to file a POS to offer P1010A or P1010B.
- The college must already have approval to offer the Associate in Science in order to file a POS to offer P1040A or P1040B.

# Information Specific to Career Technical Education (CTE) Pathway Programs of Study

- The college must already have received State Board approval to offer the traditional program in order to file a POS for a Career Technical Education pathway (i.e. the college must be approved for Welding in order to file a POS to offer a Welding CTE pathway.)
- Utilize the current curriculum standard as your guideline as you develop CTE
  Pathways. However, please note that the program of study must consist of specific
  course requirements and may <u>not</u> include elective options (pick lists) for students. The
  curriculum standards are located at:
  http://www.nccommunitycolleges.edu/Programs/index.html
- The certificate or diploma CTE program of study must include a minimum of 12 semester hours credit derived from the core of the curriculum standard.
- Your college may submit more than one CTE certificate/diploma for a specific program in order to accommodate the needs of various high school districts. Please file each as a separate certificate/diploma(s).

If you have any questions concerning filing Career and College Promise programs of study, please contact Ms. Jennifer Frazelle at 919.807.7120 or <a href="mailto:frazelleges.edu">frazelleges.edu</a>.

# Career and Technical Education Pathway Program of Study Form

College Name	Effective Term: Spring 2012		
Curriculum Code:	Curriclum Title		
Contact Person:		Phone	
study for the Career and Technical study to offer a Welding Career and The program of study must consist of	Education Pathway. (i.e. your college must I Technical Education Pathway).  of specific course requirement and may not in		
	SES (certificate general education is optional	al)	
Course Prefix/Num	Course Title  ation Courses:	SHC	
2077 2077 272			
CORE COURSES			
Course Prefix/Num	Course Title	SHC SHC SHC	
Total SHC for Core Courses:		SHC	
OTHER MAJOR COURSES			
Course Prefix/Num  Total SHC for Other Major (	Course Title	SHC SHC SHC SHC	
Total Sile for Stile Major C	ourses.		
OTHER REQUIRED COURSES			
Course Prefix/Num  Total SHC for Other Require	Course Title	SHC SHC SHC SHC	
Total SHC for Program			

# Core 44 College Transfer Pathway – Humanities and Social Science (P1010A) Program of Study Form

College Name	ege Name Effective Term: Spring 2012	
Contact Person:	Email:	Phone
GENERAL EDUCATION (	21 SHC)	
English Composition (6	•	
ENG 111		2 CHC
Select ONE of the followi	Expository Writing	3 SHC
ENG 112	Argument-Based Research	3 SHC
ENG 112 ENG 113	Literature-Based Research	3 SHC
Humanities/Fine Arts (6		3 5110
ENG 131	Introduction to Literature	3 SHC
ART 111	Art Appreciation	3 SHC
Social/Behavioral Science		3 5110
HIS 121	Western Civilization I	3 SHC
PSY 150	General Psychology	3 SHC
Natural Sciences/Mathe		
BIO 111	General Biology I	4 SHC
MAT 161	College Algebra (or higher)	3 SHC
Other Required Genera	l Education (6 SHC)	
COM 231**	Public Speaking	3 SHC
SPA 111	Elementary Spanish I	3 SHC
Substitutions		
study, must fulfill ti foreign language p	he appropriate general education category, a	ver, course substitutions must be indicated on the submitted program of and must match the prefix of the required course (with the exception of refore, only transfer courses classified as general education literature ons may not be selected.
We would like to	o use this course:	Instead of this course:
		SHC
		SHC
		SHC
**One of the follow be utilized for COM		for COM 231. Please check one of following courses if a substitute will
HIS 122	Western Civilization II	3 SHC
HUM 115	$\mathcal{C}$	3 SHC
SOC 210	Introduction to Sociology	3 SHC
General Education Tota	ıl:	SHC
OTHER REQUIRED HOUL	RS (1-3 SHC)	
The following course is re	equired:	
ACA 122	College Transfer Success	1 SHC
		for a mathematics lab, and an additional 1 SHC may be included mathematics lab and/or a foreign language lab, if applicable.
		SHC
		SHC
Other Required Hours	Γotal:	SHC
Total Semester Hours Credi	t in Program	SHC

# Core 44 College Transfer Pathway -- Business and Economics (P1010B) Program of Study Form

College Name	Effective Term: Spring 2012		
Contact Person:	Email:		Phone
GENERAL EDUCATION	ON (31-32 SHC)		
English Composition			
ENG 111	Expository Writing	3 SHC	
Select ONE of the fo			
ENG 112	Argument-Based Research	3 SHC	
ENG 113	Literature-Based Research	3 SHC	
Humanities/Fine A	rts (3 SHC)		
ENG 131	Introduction to Literature	3 SHC	
Social/Behavioral S	sciences (9 SHC)		
HIS 121	Western Civilization I	3 SHC	
SOC 210	Introduction to Sociology	3 SHC	
ECO 251	Principles of Microeconomics	3 SHC	
Natural Sciences/M	(athematics (7 SHC)		
BIO 111	General Biology I	4 SHC	
MAT 161	College Algebra (or higher)	3 SHC	
Other Required Ge	neral Education (6-7 SHC)		
CIS 110	Introduction to Computers	3 SHC	
COM 231**	Public Speaking	3 SHC	
Substitutions			
study, must fi foreign langu	y substitute courses in the program of study; hulfill the appropriate general education catego tage prefixes). A literature course is required; ituted for ENG 131. Quantitative mathematics	ry, and must match the prefix of the requ therefore, only transfer courses classifie	ired course (with the exception of
We would l	ike to use this course:	I	nstead of this course:
		SHC	
		SHC	
**One of the be utilized for	following courses may be utilized as a substitu r COM 231.	ution for COM 231. Please check one of j	following courses if a substitute will
BIO	112 General Biology II	4 SHC	
ECO	252 Principles of Macroeconomics	3 SHC	
MAT	T 151 Statistics I	3 SHC	
General Education	Total:	SHC	
OTHER REQUIRED H	IOURS (1-2 SHC)		
The following course	e is required:		
ACA 122	College Transfer Success	1 SHC	
An additional 1 SHC n	nay be included to meet local requirements for	a mathematics lab. Please list a mathema	atics lab, if applicable.
		SHC	
Other Required Ho	ours Total:	SHC	
T-4-1 C 4 II - 6	N., 14 t., D.,	CWC	
<b>Total Semester Hours C</b>	Credit in Program	SHC	

# Core 44 College Transfer Pathway – Life and Health Sciences (P1040A) Program of Study Form

College Name	Effective Term: Spring 2012		Spring 2012
Contact Person:	Email:	Pl	none
GENERAL EDUCATION (	21 SUC)		
English Composition (6			
English Composition (6	Expository Writing	3 SHC	
Select <u>ONE</u> of the following		5 SHC	
ENG 112	Argument-Based Research	3 SHC	
ENG 112 ENG 113	Literature-Based Research	3 SHC	
Humanities/Fine Arts (3			
ENG 131	Introduction to Literature	3 SHC	
Social/Behavioral Science		3 SHC	
HIS 121	Western Civilization I	3 SHC	
Natural Sciences/Mathe		5 SHC	
BIO 111	General Biology I	4 SHC	
BIO 111	General Biology II	4 SHC	
CHM 151	General Chemistry I	4 SHC	
CHM 151	General Chemistry II	4 SHC	
MAT 171	Precalculus Algebra	3 SHC	
Substitutions	i recalculus Aigeora	3 Sile	
study, must fulfill t foreign language p	stitute courses in the program of study; howeve he appropriate general education category, an prefixes). A literature course is required; there for ENG 131. Quantitative mathematics option	d must match the prefix of the required co fore, only transfer courses classified as go	urse (with the exception of
We would like to	o use this course:	Instead	d of this course:
		SHC	
		SHC	
		SHC	
G 171 4 m		- arra	
General Education Tota	ıl:	SHC	
OTHER REQUIRED HOU	RS (1-2 SHC)		
The following course is re	equired:		
ACA 122 College Transfer Success		1 SHC	
An additional 1 SHC may	be included to meet local requirements for	or mathematics labs.	
Please list a mathematics	lab, if applicable.		
		SHC	
Other Required Hours	Total:	SHC	
Total Semester Hours Credi	it in Program	SHC	

# Core 44 College Transfer Pathway -- Engineering and Mathematics (P1040B) Program of Study Form

College Name	Effective Term: Spring 2012		g 2012
Contact Person:	Email:	Phone	
GENERAL EDUCATION (29	9 SHC)		
English Composition (6 S	·		
ENG 111	Expository Writing	3 SHC	
Select ONE of the followin			
ENG 112	Argument-Based Research	3 SHC	
ENG 113	Literature-Based Research	3 SHC	
Humanities/Fine Arts (3.5	SHC)		
ENG 131	Introduction to Literature	3 SHC	
Social/Behavioral Science	es (6 SHC)		
HIS 121	Western Civilization I	3 SHC	
ECO 251	Principles of Microeconomics	3 SHC	
Natural Sciences/Mathem	natics (14 SHC)		
Natural Sciences	(4 SHC)		
CHM 151	General Chemistry I	4 SHC	
Mathematics (10 S	SHC)		
MAT 171	Precalculus Algebra	3 SHC	
MAT 172	Precalculus Trigonometry	3 SHC	
MAT 271	Calculus I	4 SHC	
Substitutions			
study, must fulfill the foreign language pre	tute courses in the program of study; however e appropriate general education category, and efixes). A literature course is required; therefo or ENG 131. Quantitative mathematics options	must match the prefix of the required course re, only transfer courses classified as genera	(with the exception of
We would like to use this course:		Instead of t	his course:
		SHC	
<del></del>		SHC	
<del></del>		SHC	
<del></del>			
General Education Total:		SHC	
OTHER REQUIRED HOUR	S (1 2 SHC)		
OTHER REQUIRED HOUR The following course is rec			
	lege Transfer Success	1 SHC	
	be included to meet local requirements for		
Please list mathematics lab		maticinatics labs.	
ricuse list mathematics lab	(б), п аррпецоге.	SHC	
		SHC	
		<del></del>	
Other Required Hours To	otal:	SHC	
<b>Total Semester Hours Credit</b>	in Program	SHC	

#### Core 44 College Transfer Pathway - Business and Economics (P1010B)

The Core 44 College Transfer Pathway is designed for high school juniors and seniors who wish to begin the pathway towards a baccalaureate degree. The Core 44 Pathway is a structured set of general education courses leading to completion of the Associate in Arts or Associate in Science diploma (44 hours) or degree (64 hours). Upon completion of the diploma or degree and admission to a North Carolina public university or a participating independent college or university, students will receive credit for the undergraduate, lower-division general education core as established in the Comprehensive Articulation Agreement between the University of North Carolina and the North Carolina Community College System.

#### **GENERAL EDUCATION (31-32 SHC)\***

### **English Composition** (6 SHC)

ENG 111 Expository Writing (3 SHC)

The second composition course must be selected from the following:

ENG 112 Argument-Based Research (3 SHC) *or* ENG 113 Literature-Based Research (3 SHC)

#### **Humanities/Fine Arts (3 SHC)**

ENG 131 Introduction to Literature (3 SHC)

#### **Social/Behavioral Sciences** (9 SHC)

HIS 121 Western Civilization I (3 SHC)
SOC 210 Introduction to Sociology (3 SHC)
ECO 251 Principles of Microeconomics (3 SHC)

#### **Natural Sciences/Mathematics (7 SHC)**

BIO 111 General Biology I (4 SHC)

MAT 161 College Algebra (3 SHC) (or higher)

Quantitative options may not be selected.

**2**....

#### **Other Required General Education** (6-7 SHC)

CIS 110 Introduction to Computers (3 SHC)
COM 231 Public Speaking (3 SHC)\*\*

\*In order to offer the College Transfer Pathway (Business and Economics), a college must submit an electronic program of study for review and receive approval prior to implementation. The program of study must consist of courses approved for college transfer.

A college may substitute courses in the program of study; however, course substitutions must be indicated on the submitted program of study, must fulfill the appropriate general education category, and must match the prefix of the required course (with the exception of foreign language prefixes). A literature course is required; therefore, only transfer courses classified as general education literature may be substituted for ENG 131.

\*\*The following courses may be utilized as substitutions for COM 231:

BIO 112 General Biology II (4 SHC)

ECO 252 Principles of Macroeconomics (3 SHC)

MAT 151 Statistics I (3 SHC)

#### **OTHER REQUIRED HOUR (1 - 2 SHC)**

The following course is required:

ACA 122 College Transfer Success (1 SHC)

An additional 1 SHC may be included to meet local requirements for a mathematics lab.

Total Semester Hours Credit (SHC) in Program: 32 - 34

#### **Core 44 College Transfer Pathway – Engineering and Mathematics (P1040B)**

The Core 44 College Transfer Pathway is designed for high school juniors and seniors who wish to begin the pathway towards a baccalaureate degree. The Core 44 Pathway is a structured set of general education courses leading to completion of the Associate in Arts or Associate in Science diploma (44 hours) or degree (64 hours). Upon completion of the diploma or degree and admission to a North Carolina public university or a participating independent college or university, students will receive credit for the undergraduate, lower-division general education core as established in the Comprehensive Articulation Agreement between the University of North Carolina and the North Carolina Community College System.

#### **GENERAL EDUCATION (29 SHC)\***

### **English Composition** (6 SHC)

ENG 111 Expository Writing (3 SHC)

The second composition course must be selected from the following:

ENG 112 Argument-Based Research (3 SHC) or ENG 113 Literature-Based Research (3 SHC)

#### **Humanities/Fine Arts (3 SHC)**

ENG 131 Introduction to Literature (3 SHC)

#### **Social/Behavioral Sciences** (6 SHC)

HIS 121 Western Civilization I (3 SHC)

ECO 251 Principles of Microeconomics (3 SHC)

#### **Natural Sciences/Mathematics** (14 SHC)

Natural Sciences (4 SHC)

CHM 151 General Chemistry I (4 SHC)

Mathematics (10 SHC)

MAT 171 Precalculus Algebra (3 SHC)
MAT 172 Precalculus Trigonometry (3 SHC)

MAT 271 Calculus I (4 SHC)

Quantitative options may not be selected.

\*In order to offer the College Transfer Pathway (Engineering and Mathematics), a college must submit an electronic program of study for review and receive approval prior to implementation. The program of study must consist of courses approved for college transfer.

A college may substitute courses in the program of study; however, course substitutions must be indicated on the submitted program of study, must fulfill the appropriate general education category, and must match the prefix of the required course (with the exception of foreign language prefixes). A literature course is required; therefore, only transfer courses classified as general education literature may be substituted for ENG 131.

#### **OTHER REQUIRED HOUR (1-3 SHC)**

The following course is required:

ACA 122 College Transfer Success (1 SHC)

An additional 2 SHC may be included to meet local requirements for mathematics labs.

Total Semester Hours Credit (SHC) in Program: 30-32

#### Core 44 College Transfer Pathway - Humanities and Social Science (P1010A)

The Core 44 College Transfer Pathway is designed for high school juniors and seniors who wish to begin the pathway towards a baccalaureate degree. The Core 44 Pathway is a structured set of general education courses leading to completion of the Associate in Arts or Associate in Science diploma (44 hours) or degree (64 hours). Upon completion of the diploma or degree and admission to a North Carolina public university or a participating independent college or university, students will receive credit for the undergraduate, lower-division general education core as established in the Comprehensive Articulation Agreement between the University of North Carolina and the North Carolina Community College System.

## **GENERAL EDUCATION (31 SHC)\***

# **English Composition** (6 SHC)

ENG 111 Expository Writing (3 SHC)

The second composition course must be selected from the following:

ENG 112 Argument-Based Research (3 SHC) or ENG 113 Literature-Based Research (3 SHC)

#### **Humanities/Fine Arts** (6 SHC)

ENG 131 Introduction to Literature (3 SHC)

ART 111 Art Appreciation (3 SHC)

#### **Social/Behavioral Sciences** (6 SHC)

HIS 121 Western Civilization I (3 SHC) PSY 150 General Psychology (3 SHC)

# **Natural Sciences/Mathematics** (7 SHC)

BIO 111 General Biology I (4 SHC) MAT 161 College Algebra (3 SHC)

#### **Other Required General Education** (6 SHC)

COM 231 Public Speaking (3 SHC)\*\*
SPA 111 Elementary Spanish I (3 SHC)

A college may substitute courses in the program of study; however, course substitutions must be indicated on the submitted program of study, must fulfill the appropriate general education category, and must match the prefix of the required course (with the exception of foreign language prefixes). A literature course is required; therefore, only transfer courses classified as general education literature may be substituted for ENG 131.

\*\*The following courses may be utilized as substitutions for COM 231:

HIS 122 Western Civilization II (3 SHC) HUM 115 Critical Thinking (3 SHC)

SOC 210 Introduction to Sociology (3 SHC)

### **OTHER REQUIRED HOUR (1 - 3 SHC)**

The following course is required:

ACA 122 College Transfer Success (1 SHC)

An additional 1 SHC may be included to meet local requirements for a mathematics lab.

An additional 1 SHC may be included to meet local requirements for a foreign language lab.

Total Semester Hours Credit (SHC) in Program: 32 - 34

#### Core 44 College Transfer Pathway – Life and Health Sciences (P1040A)

The Core 44 College Transfer Pathway is designed for high school juniors and seniors who wish to begin the pathway towards a baccalaureate degree. The Core 44 Pathway is a structured set of general education courses leading to completion of the Associate in Arts or Associate in Science diploma (44 hours) or degree (64 hours). Upon completion of the diploma or degree and admission to a North Carolina public university or a participating independent college or university, students will receive credit for the undergraduate, lower-division general education core as established in the Comprehensive Articulation Agreement between the University of North Carolina and the North Carolina Community College System.

# **GENERAL EDUCATION (31 SHC)\***

#### **English Composition** (6 SHC)

ENG 111 Expository Writing (3 SHC)

The second composition course must be selected from the following:

ENG 112 Argument-Based Research (3 SHC) or ENG 113 Literature-Based Research (3 SHC)

#### **Humanities/Fine Arts (3 SHC)**

ENG 131 Introduction to Literature (3 SHC)

#### **Social/Behavioral Sciences** (3 SHC)

HIS 121 World Civilization I (3 SHC)

#### **Natural Sciences/Mathematics** (19 SHC)

General Biology I (4 SHC)
General Biology II (4 SHC)
General Chemistry I (4 SHC)
General Chemistry II (4 SHC)
Precalculus Algebra (3 SHC) (or higher)

Quantitative options may not be selected.

\*In order to offer the College Transfer Pathway (Life and Health Sciences), a college must submit an electronic program of study for review and receive approval prior to implementation. The program of study must consist of courses approved for college transfer.

A college may substitute courses in the program of study; however, course substitutions must be indicated on the submitted program of study, must fulfill the appropriate general education category, and must match the prefix of the required course (with the exception of foreign language prefixes). A literature course is required; therefore, only transfer courses classified as general education literature may be substituted for ENG 131.

# OTHER REQUIRED HOUR (1 - 2 SHC)

The following course is required:

ACA 122 – College Transfer Success (1 SHC)

An additional 1 SHC may be included to meet local requirements for a mathematics lab.

# Total Semester Hours Credit (SHC) in Program: 32 - 33