NC Community Colleges
CREATING SUCCESS

CURRICULUM PROCEDURES REFERENCE MANUAL

Section 3A

**Special Curriculum Program Application for
Selected Curriculum Titles
(Procedures and Accountability Report)**

(Associate in Applied Science, Diploma, and Certificate Selected Curriculum Programs)

Implementation October 1, 2012

North Carolina Community College System
Special (Abbreviated) Curriculum Program Application Procedures and Accountability Report for Selected Curriculum Titles

The State Board of Community Colleges is authorized to approve curriculum programs (1D SBCCC 400.6(a)(1)).

The State Board delegates to the President of the North Carolina Community College System the authority to grant a college the approval to award the associate degree, diploma, or certificate for program titles that have been approved for this delegation by the State Board of Community Colleges based upon a widespread immediate need for the job training and minimal impact upon other colleges. (1D SBCCC 400.6 (4))

The State Board delegates to the President of the North Carolina Community College System the authority to grant a college the approval to award a curriculum program which is classified as a concentration if the applying college already has approval to offer the parent program. (1D SBCCC 400.6 (5))

The following curriculums have been approved by the State Board of Community Colleges for the Special Application process:

Air Conditioning, Heating, & Refrigeration Tech (A35100)
Basic Law Enforcement Training (Certificate) (C55120)
Building Construction Technology (A35140)
Carpentry (Diploma)(D35180)
Community Spanish Interpreter (A55370)
Construction Management Technology (A35190)
Early Child Care Workforce (Certificate) (C55820)
Electrical Systems Technology (A35130)
Entrepreneurship (A25490)
Geomatics Technology (A40420)
Health Sciences (A45230)
High School Adjunct Instructor (Certificate)(C55190)
Industrial Systems Technology (A50240)

Infant/Toddler Care (Certificate)(C55290)
Information Technology (A25590)
Lateral Entry (Certificate)(C55430)
Masonry (Diploma) (D35280)
Mechatronics Engineering Technology (A40350)*
Medical Office Administration (A25310)
Plumbing (Diploma) (D35300)
Public Safety Administration (A55480)
School-Age Expanded Learning and Enrichment (Certificate)(C55450)
Supply Chain Management (A25620)
Sustainability Technologies (A40370)
Welding Technology (A50420)

*College must have approval for the Industrial Systems Technology (A50240) program or the Automation Engineering Technology (A40120) program.

The following curriculums have been approved by the State Board of Community Colleges for the Special Application process, but require that the college have prior approval for the Cosmetology (A55140) program:

Cosmetology Instructor (Certificate)(C55160)
Esthetics Instructor (Certificate)(C55270)
Esthetics Technology (Certificate)(C55230)

Manicuring Instructor (Certificate)(C55380)
Manicuring/Nail Tech. (Certificate)(C55400)
Natural Hair Care (Certificate)(C55170)

The following curriculums have been approved by the State Board of Community College for the Special Application process, but requires that the college have prior approval for the Early Childhood Education (A55220) program:

Early Childhood Administration (Certificate)(C55850)

Early Childhood Preschool (Certificate)(C55860)

The following curriculum has been approved by the State Board of Community Colleges for the Special Application process, but requires that the college have prior approval for the Real Estate (A25400) program:

Real Estate Licensing (Certificate) (C25480)

The following curriculum has been approved by the State Board of Community Colleges for the Special Application process, but requires that the college have prior approval for the Culinary Arts (A55150) program:

Foodservice Technology (Diploma) (D55250)

<u>*All*</u> *concentrations have been approved by the State Board of Community Colleges for the Special Application process, but require that the college have prior approval for the parent program. See Section of the Curriculum Procedures Reference Manual for a list of concentration/parent programs.*

Submission of Special Program Application:

Colleges seeking curriculum program approval process, through the special application process, should submit an application using the attached procedures. The following items must be completed and documented as indicated before the program can be considered for approval by the State Board:

1) Local Certification (accompanied by a copy *of the minutes from the Board of Trustees meeting(s) where the proposed program was discussed and approved must be attached to the application.)*
2) Proposed Program of Study

The completed application should be submitted via email to: programs@nccommunitycolleges.edu

<div align="center">**SPECIAL CURRICULUM PROGRAM APPLICATION PROCEDURES**</div>

Instructions for Completing Attached Application:

All items must be completed and documented as indicated before the program can be considered for approval by the System Office. Please note that colleges may only utilize the Special Curriculum Program Application process when applying for a concentration program if the applying college already has approval for the parent program or when applying for an approved special application program title. See page 2 for a list of approved titles.

I. Local Certification:

Complete the institutional certification form. A copy of the minutes from the Board of Trustees meeting(s) at which the proposed program was discussed and approved must be attached to the application.

II. Proposed Program of Study

The proposed program of study should be designed to be in compliance with the curriculum standard approved by the State Board of Community Colleges. The State Board approved curriculum standard for each program is located at:
http://www.nccommunitycolleges.edu/academic-programs/curriculum-standards.

The proposed program of study should also be designed using the appropriate courses from the *Combined Course Library* which is located at:
http://www.nccommunitycolleges.edu/academicprograms/combined-course-library.

SPECIAL CURRICULUM PROGRAM APPLICATION

College _____

Program Title_____

Concentration Title_____
                                          (If applicable)

Program Code   __ __ __ __ __ __

Credential (*Indicate the highest credential to be awarded*)

_____ AAS   _____ Diploma   _____ Certificate

Proposed Semester and Year of Implementation

_____ Spring   _____ Summer   _____Fall   20__ __

Contact Person (Name/Title): _____

Phone (_____)_____ Extension _____ E-mail_____

Does this application include the use of a Level III Instructional Service Agreement (ISA)?

_____ Yes _____ No

(If yes, please be sure to include the ISA with your application.)

I. Institutional Certification: *Complete the following form and obtain required signatures. Form with original signatures should be included in the application.*

Institutional Certification

This curriculum program _____ _____
(Program Title)   *(Program Code)*

will enhance the workforce of North Carolina, will provide educational and training opportunities consistent with the mission of the college, and will not duplicate the opportunities currently offered.

_____
(Community College Name)

has assessed the need for this program and the resources required to maintain a viable program and certifies that the college can operate this program efficiently and effectively within the resources available to the college.

The college understands that this proposed program will require a program accountability report that will include items such as student success measures, enrollment trends, completion rates, and employment data three years after implementation if the program is approved by the State Board.

(A copy of the minutes from the Board of Trustees meeting(s) where the proposed program was discussed and approved must be attached to the application.)

_____ _____
Signature, President of College   *Date*

_____ _____
Signature, Board of Trustees Chair   *Date*

II. Proposed Program of Study: *Complete the following to indicate the proposed program of study.*

A. **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.*

1. Communication:

The following course(s) are required:
   Course Number Course Title (Credit)
   ENG 111 Writing and Inquiry (3)   (Example format)

   Communication Pick List if applicable:
   Select a course(s) from the following:

2.Humanities/Fine Arts:

The following course(s) are required:
   Course Number Course Title (Credit)

   Humanities/Fine Arts Pick List if applicable:
   Select a course(s) from the following:

3.Social/Behavioral Sciences:

The following course(s) are required:
   Course Number Course Title (Credit)

   Social/Behavioral Pick List if applicable:
   Select a course(s) from the following:

4.Natural Sciences/Mathematics:

The following course(s) are required:
   Course Number Course Title (Credit)

   Natural Sciences/Mathematics Pick List if applicable:
   Select a course(s) from the following:

Total General Education Semester Hour Credits Required _____

B. **MAJOR HOURS**

1. **Core**

   The core is comprised of specific courses and/or subject areas which are required for each curriculum program. These are identified on the curriculum standard for each program.

   The following course(s) are required:
   Course Number Course Title (Credit)

   Required Subject Area(s) if applicable:

   Total Core Semester Hour Credits_____

2. **Concentration (if applicable)**

   If the proposed program is a concentration, please list the required courses and/or subject areas. Only utilize the courses and/or subject areas identified on the curriculum standard.

   The following course(s) are required:
   Course Number Course Title (Credit)

   Required Subject Area(s) if applicable:

   Total Concentration Semester Hour Credits_____

3. **Other Major Hours**

   Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or unique prefixes as noted on the standard.

   The following course(s) are required:
   Course Number Course Title (Credit)

   Required Subject Area(s) if applicable:

   Total Other Major Semester Hour Credits _____

   Total Major Semester Hour Credits_____

Please note:

Work-based learning may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

Selected topics or seminar curriculum courses may be included in associate in applied science degree up to a maximum of 3 semester hours of credit; and in diploma or certificate programs up to a maximum of 3 semester hours of credit. Such curriculum courses shall be listed on a program of study as "other major" hours. Selected topics and seminar curriculum courses shall not be used more than once in a program.

C.   **OTHER REQUIRED COURSES** *(If applicable)*
 A college may require other courses in order to meet graduation or local employer requirements. These requirements may be met through a maximum of 7 semester hours of credit in a degree program; 4 semester hours of credit in a diploma program, and 1 semester hour of credit in a certificate program. Restricted, unique or free elective courses may not be included as other required courses.

The following course(s) are required:
Course Number Course Title (Credit)

*Total Other Required Semester Hour Credits*_____

*Total Semester Hours Credit in Program*_____

Course Substitution (if applicable)

Course in Program_____   **Substitute Course(s)**_____

Course in Program_____   **Substitute Course(s)**_____