NUMBERED MEMO CC26-007

TO: Presidents
            Chief Academic Officers

FROM: Dr. Jeff A. Cox, NCCCS President

SUBJECT: Revision - Special Curriculum Program Application (Section 03A of the Curriculum
            Procedures Reference Manual) for Selected Curriculum Titles Procedures

DATE: January 22, 2026

On January 16, 2026, the State Board of Community Colleges approved the following new Special Curriculum Program Application for Selected Curriculum Titles Procedures**:**

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

The Special Application (Section 03A) has been updated to reflect the addition of select program titles and a revision to select procedures. You may view the updated document by visiting:

https://www.nccommunitycolleges.edu/college-faculty-staff/academics/programs/curriculum-procedures/

If you have any questions concerning this update, please contact Dr. Lisa Eads at
eadsl@nccommunitycolleges.edu.

JAC/le/ao
Cc:
    Dr. Brian S. Merritt   Ms. Peyton Bell   State Directors
    Dr. Lisa Eads   Ms. Reyna Rodriguez
    Dr. Hilmi Lahoud   Ms. Ariel O'Quinn

                                                    Email Attachment

STATE BOARD OF COMMUNITY COLLEGES
Curriculum Special Program Application Update Request

Request:

- Expand the Special Application Program List by adding additional program titles reviewed and recommended by System Office subject matter experts and Chief Academic Officers. The proposed program title additions are highlighted in the attached document.

- Update the Special Application document to separate programs that are currently grouped under other program approval requirements (e.g., Cosmetology, Culinary, Early Childhood Education, Real Estate, and concentration degrees) and to allow each program to be approved individually. The highlighted sections in the attached document indicate program titles that have been moved from separate listings to the primary program list.

Rationale:

Expanding the Special Application Program List supports timely responses to emerging workforce needs by enabling colleges to more efficiently offer program titles with demonstrated statewide demand and that align with Propel NC. For programs included on the Special Application list, an impact assessment will no longer be required, further streamlining the approval process. Moving forward, clinical requirements will be considered as one factor in determining program eligibility for the list. This approach both reduces administrative burden for colleges and appropriately reflects the distinct approval and oversight structures that already exist for these programs. The highlighted sections in the attached document reflect the impact assessment procedural changes.

Background:

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 Special Application Program List identifies titles that fall under this delegated authority and require streamlined review processes. Updating the list and refining associated requirements ensures alignment with current workforce needs, supports efficient application processing, and reflects evolving curriculum priorities across the System.

Contact(s):
Dr. Lisa Eads, Associate Vice President of Academic Programs

CURRICULUM PROCEDURES REFERENCE MANUAL

Section 3A

**Special Curriculum Program Application for
Selected Curriculum Titles Procedures**

(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:

911 Communications & Operations (A55470)	Fire Protection Technology (A55240)
Agribusiness Technology (A15100)	Foodservice Technology (Diploma) (D55250)
Agriculture Education (A15330)	Forestry Management Technology (A15200)
Air Conditioning, Heating, & Refrigeration Tech (A35100)	Geomatics Technology (A40420)
Applied Engineering Technology (A40130)	Health and Fitness Science (A45630)
Artificial Intelligence (A25710)	Health Sciences (A45230)
Automotive Systems Technology (A60140)	High School Adjunct Instructor (Certificate)(C55190)
Basic Law Enforcement Training (Certificate) (C55120)	Industrial Systems Technology (A50240)
Building Construction Technology (A35140)	Infant/Toddler Care (Certificate)(C55290)
Business Analytics (A25350)	Information Technology (A25590)
Career and Technical Teacher Education Program (A55320)	Lateral Entry (Certificate)(C55430) *(Obsolete Program)*
Carpentry (Diploma)(D35180)	Manicuring Instructor (Certificate)(C55380)
Community Spanish Interpreter (A55370)	Manicuring/Nail Tech. (Certificate)(C55400)
Construction Management Technology (A35190)	Masonry (Diploma) (D35280)
Cosmetology Instructor (Certificate)(C55160)	Mechatronics Engineering Technology (A40350)
Criminal Justice Technology (A55180)	Medical Office Administration (A25310)
Criminal Justice Technology/Forensic Science (A5518C)	Plumbing (Diploma) (D35300)
Diesel and Heavy Equipment Technology (A60460)	Project Management Technology (A25390)
Early Childhood Administration (Certificate)(C55850)	Public Safety Administration (A55480)
Early Childhood Preschool (Certificate)(C55860)	Natural Hair Care (Certificate)(C55170
Early Child Care Workforce (Certificate) (C55820)	Real Estate Licensing (Certificate) (C25480)
Electrical Systems Technology (A35130)	School-Age Expanded Learning and Enrichment (A55440)
Emergency Management (A55460)	School-Age Expanded Learning and Enrichment (Certificate)(C55450)
Emergency Medical Science (A45340)	Supply Chain Management (A25620)
Entrepreneurship (A25490)	Sustainable Agriculture (A15410)
Esthetics Technology (Certificate)(C55230)	Sustainability Technologies (A40370)
Esthetics Instructor (Certificate)(C55270)	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)   Manicuring Instructor (Certificate)(C55380)
Esthetics Instructor (Certificate)(C55270)   Manicuring/Nail Tech. (Certificate)(C55400)
Esthetics Technology (Certificate)(C55230)   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)

All 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
3) Impact Assessment Form(s) from colleges approved to offer the same or similar health science program which has a clinical component

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

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/academichttp://www.nccommunitycolleges.edu/academic-programs/combined-course-libraryprograms/combined-course-library.

III. ~~Impact of the Proposed Program on Other Programs in the System~~

A. ~~Impact Assessment Form~~

~~If the proposed program includes a clinical requirement, send the Impact Assessment Form to all NCCCS colleges approved to offer the same or similar programs. The Impact Assessment Form should document the perceived impact of the proposed program on existing program(s) at other colleges, including the impact on clinical sites used by other colleges.~~

~~An impact assessment is **not** required for programs which do not include a clinical requirement.~~

B. ~~Documenting Impact Assessment~~
~~If applicable, include in the application a list of colleges who received an Impact Assessment Form, due to the clinical requirement of the proposed program, and a narrative summary of the responses received. If the applying college does not receive a response from a college, please attempt to contact that college's president to obtain a response. Attach copies of signed Impact Assessment Forms from all responding college(s).~~

If the applying college receives a negative response as a result of the original Notification or the Impact Assessment Form, provide a narrative summary of the actions the college took to resolve the negative responses and the outcome of those actions. Document the outcome of a resolution meeting using the Impact Assessment Resolution Form.

C.   **Impact Assessment Conflict Resolution Appeals Process**
If the college presidents cannot reach agreement on the impact of the proposed program, the Senior Vice President and Chief Academic Officer will refer the issue to the System President. If a meeting with the System President does not resolve the issues, the presidents may request a hearing before the Program Committee of the State Board. The Program Committee will make a recommendation to the State Board on the disposition of the proposed program. The State Board's decision regarding resolution of the matter is final.

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 Cooperative Curriculum Agreement (CCA)?

        _____Yes _____No

        (If yes, please be sure to include the CCA 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*_____

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)**_____