



CURRICULUM PROCEDURES REFERENCE MANUAL

Section 3A

Special Curriculum Program Application for Selected Curriculum Titles (Procedures and Forms)

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

Implementation October 1, 2012

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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 curriculum standards have been approved by the State Board of Community Colleges for the Special Application process:

911 Communication and Operations (A55470)	Fire Protection Technology (A55240)
Agribusiness Technology (A15100)	Foodservice Technology (Diploma) (D55250)
Agriculture Education (A15330)	Forestry Management Technology (A15200)
Air Conditioning, Heating, and Refrigeration Technology (A35100)	Geomatics Technology (A40420)
Applied Engineering Technology (A40130)	Health and Fitness Science (A45630)
Artificial Intelligence (A25710)	Health Sciences (A45230)
Automotive Systems Technology (A60160)	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)	Manicuring Instructor (Certificate)(C55380)
Carpentry (Diploma)(D35180)	Manicuring/Nail Technology (Certificate)(C55400)
Community Spanish Interpreter (A55370)	Masonry (Diploma) (D35280)
Construction Management Technology (A35190)	Mechatronics Engineering Technology (A40350)
Cosmetology Instructor (Certificate)(C55160)	Medical Office Administration (A25310)
Criminal Justice Technology (A55180)	Natural Hair Care (Certificate)(C55170)
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)	Real Estate Licensing (Certificate) (C25480)
Early Child Care Workforce (Certificate) (C55820)	School-Age Expanded Learning and Enrichment (A55440)
Electrical Systems Technology (A35130)	School-Age Expanded Learning and Enrichment (Certificate)(C55450)
Emergency Management (A55460)	Supply Chain Management (A25620)
Emergency Medical Science (A45340)	Sustainability Technologies (A40370)
Entrepreneurship (A25490)	Welding Technology (A50420)
Esthetics Instructor (Certificate)(C55270)	
Esthetics Technology (Certificate)(C55230)	

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

SPECIAL CURRICULUM PROGRAM APPLICATION PROCEDURES

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.

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 Cooperative Curriculum Agreement?

Yes No

(If yes, please be sure to include the Level III 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 _____

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)** _____