CURRICULUM PROCEDURES REFERENCE MANUAL

SECTION 15

Curriculum Course Review Committee

Procedures

Revised
January 22, 2026

Curriculum Course Review Committee Procedures
Assumptions and Philosophy

Purpose

The Curriculum Course Review Committee (CCRC) is committed to maintaining and sustaining the viability of the *Combined Course Library* (CCL). The CCRC recognizes a responsibility for ensuring that colleges maximize use of the CCL and limit the proliferation of courses throughout the system. The CCRC has the authority for approving changes, additions, and deletions to the CCL. (1D SBCCC 400.8 (h))

Objectives

The CCRC discusses issues associated with college requests for changes, deletions, and/or additions to the CCL before taking action. As a decision-making body, committee members strive to achieve consensus, rather than simple majority vote. If a clear division among committee members occurs during a vote, discussion continues until a decision is reached that all members can accept and understand. The committee strives to identify existing alternative solutions when requests are denied. CCRC members are dedicated to increasing the degree of flexibility available to individual colleges, i.e., use of local prerequisites in lieu of system-imposed prerequisites.

Procedures

Curriculum Course Review Committee

A Curriculum Course Review Committee was established to oversee the maintenance and revision of the North Carolina Community College System (NCCCS) *Combined Course Library*.

The committee will normally be composed of ten community college administrators and two presidents. The Senior Vice President for Programs will appoint ten college administrators to the committee. The Presidents Association will appoint two members to the committee.

    (1)   The committee members will be selected to represent system demographics based on the college's size, location and service area (rural/urban).

    (2)   The committee members will serve three-year terms with four of the members rotating off each year, effective June 30th. The current CCRC members are listed in Attachment 1.

    (3)   The Associate Vice President of Programs at the System Office will also serve on the committee, as a non-voting member.

If committee members are unable to fulfill their obligations/terms, then the Senior Vice President or president of the Presidents Association will submit nominations to the Senior Vice President for Academic and Student Services, who will appoint new members to the committee. The duration of this interim appointment is based on the original committee member's term.

The committee normally meets three times a year. Meeting and submission dates are identified in Attachment 2.

Role of System Office Staff
College requests are submitted through the office of the Senior Vice President for Programs.

System Office Staff has the following responsibilities related to the CCRC meeting:

(1)   Consult with the requesting college to assist in preparation of the request (before and/or after the formal submission of the request).

(2)   Send the request to applicable colleges for a formal vote.

(3)   Prepare an analysis of each request requiring CCRC action.

(4)   Present the requests at the CCRC meeting, answering CCRC members' questions and providing additional information, as needed.

(5)   Notify colleges of the results of the CCRC meeting.

(6)   Coordinate applicable curriculum standard revisions by the State Board of Community Colleges or the Senior Vice President for Academic and Student Services, as appropriate.

(7)   Enter courses and curriculum standards information into appropriate electronic databases and post the information to the NCCCS website.

System Office staff may submit requests for consideration by the CCRC. These requests may include, but are not limited to, compliance issues and editorial revisions that do not require decision by the colleges offering the course.

New Course Approvals

Colleges may submit requests for new CCL course approvals using Form 15-1. "New courses" are courses which are not currently in the CCL. The submission schedule for colleges is identified in Attachment 2. The CCRC will review the requests to add new courses to the CCL.

A college will receive official notification from the System Office that its request for a new course has been received and the request will be submitted to the CCRC at the next scheduled meeting.

The CCRC will approve the appropriate areas of General Education, Major Hours, or Other Required Hours for the new course.

The State Board will act upon new courses that are included in applications for curriculum programs new to the System. The System Office will notify colleges of the State Board actions.

Revision of CCL Courses

Colleges may submit requests for revisions to CCL courses using Form 15-2. The submission schedule for colleges is identified in Attachment 2. The CCRC will review the requests to revise CCL courses. Requests received after the due dates will be acknowledged and placed on the agenda for the next meeting.

Course revisions are effective one year following the approval by the CCRC. Colleges may request earlier implementation. The request for early implementation, along with the rationale, should be included with the request.

The proposed revision will be reviewed by all colleges which list the course on an approved program of study, and a **two-thirds majority vote** of colleges that have approval to offer the course is required before the CCRC may take action on the proposed course revision. Colleges not responding within the specified time period (usually two weeks) are considered in favor of the request.

Reclassification of Courses

Colleges may submit requests for reclassification of CCL courses using Form 15-3. The submission schedule for colleges is identified in Attachment 2. The CCRC will review the requests to reclassify CCL courses. Requests received after due dates will be acknowledged and placed on the agenda for the next meeting.

Course reclassifications are effective one year following the approval by the CCRC. Colleges may request earlier implementation. The request for early implementation, along with the rationale, should be included with the reclassification request.

The proposed reclassification will be reviewed by all colleges which list the course on an approved program of study, and a **two-thirds majority vote** of colleges that have approval to offer the course is required before the CCRC may take action on the proposed course reclassification. Colleges not responding within the specified time period (usually two weeks) are considered in favor of the request.

Curriculum Course Review Committee Process
The Curriculum Course Review Committee (CCRC) has the responsibility and authority to approve all changes to the Combined Course Library (CCL). The CCRC process ensures that all requests for changes receive a thorough, timely, and impartial peer review.

Upon review of each request, the CCRC has the following options:

(1)   CCRC approves request. The System Office staff notifies colleges. New and revised courses are sent electronically to all colleges.

(2)   CCRC tables request. The Program Coordinator will consult with the requesting college to provide additional information requested by CCRC.

(3)   CCRC does not approve request. The System Office Staff notifies the requesting college. The Program Coordinator will consult with requesting college to clarify the CCRC's position and/or to explore alternative ways to meet the objectives of the requested change.

Resubmission of Denied Request
If the college still seeks further review of a denied request, the following additional review steps may be used:

(1)   Requesting college modifies request based on CCRC rationale and resubmits. (There is no limit on the number of times a college may modify and resubmit a request.)

(2)   Requesting college, in consultation with Program Coordinator, prepares a detailed response to the CCRC's decision including, when appropriate, additional documentation supporting the need for the change.

Upon additional review of the request, the CCRC has the following options:

(1)   CCRC approves request. Colleges are notified by the System Office staff of the action. New and revised courses are sent electronically to all colleges.

(2)   CCRC does not approve request. The requesting college is notified by the System Office staff of the decision.

Appeals Process
If the CCRC does not approve a request for change after at least an initial and one additional review, representatives of the requesting college will have the opportunity to present the request in person at a called meeting of the CCRC. A college has ten (10) working days from receipt of the CCRC's second decision to state in writing its intent to pursue this option. The college submits its intent to the Associate Vice President of Programs who will forward the request to the chair of the CCRC. The chair of the CCRC will arrange a meeting with the college at the earliest mutually convenient time, not to exceed 20 working days from receipt of notification from the Associate Vice President of Programs. A majority of CCRC members must be present to hear and discuss the request with college representatives.

If, after meeting together, the CCRC and the requesting college are not able to reach a mutually acceptable resolution, the requesting college may appeal the CCRC decision to the Program Committee of the State Board. The request for a hearing must be made in writing to the Associate Vice President of Programs within ten (10) working days from the date of receiving the CCRC's final decision. The positions of both the requesting college and the CCRC will be forwarded to the Program Committee.

If, after reviewing the materials for the hearing, the Program Committee agrees to hear the arguments of the CCRC and the requesting college, the Program Committee will make a recommendation to the State Board. The decision of the State Board is final.

Archiving Courses from the CCL
Any course not offered for a period of three years may be archived.

(1)   Colleges may be notified each year of courses that have not been offered for two years. Any course that is not utilized by a college during the subsequent (third) year may be archived at the end of the third year by the Curriculum Course Review Committee.

(2)   The courses that are archived from the CCL will be given an end term date and permanently stored in the CCL database. The course prefix and number of an archived course remain intact and may not be used for any other course.

(3)   If a college wants to use a course that was archived due to lack of offering, they must request reactivation of the course with a new effective term/date. If the request is approved by the Curriculum Course Review Committee, the course will begin a new three-year cycle.

College Transfer Course List – Comprehensive Articulation Agreement
Please refer to Appendix C of the Comprehensive Articulation Agreement for procedures related to the following:

- Additions to the Universal General Education Transfer Component
- Addition of Courses to the Transfer List
- Deletion of Courses from the Transfer List
- Changes in the CAA Designation of a Course

The Comprehensive Articulation Agreement is located at:

https://www.nccommunitycolleges.edu/academic-programs-college-transferarticulation-agreements

Attachment 1

Curriculum Course Review Committee

Dr. Kara Battle, Chair Vice President, Chief Academic Officer Durham Technical CC 1637 Lawson Street Durham, NC 27703 Phone: (919) 536-7200, Ext. 8002 Fax:　(919) 686-3693 battlek@durhamtech.edu **Term Expires June 2027**	Dr. Patty Pfeiffer President Wayne CC P.O. Box 8002 Goldsboro, NC 27533-8002 Phone: (919) 739-7001 Fax :　(919) 581-1012 pfeiffer@waynecc.edu **Term Expires June 2028**	Dr. Donald Tomas President Southwestern CC 447 College Drive Sylva, NC 28779 Phone: (828) 339-4242 Fax:　(828) 586-3129 d_tomas@southwesterncc.edu **Term Expires June 2026**
Dr. Lisa Johnson Vice President for Instruction Randolph CC 629 Industrial Park Avenue Asheboro, NC 27205 Phone: (336) 633-0218 Fax:　(336) 633-0104 lmjohnson@randolph.edu **Term Expires June 2026**	Dr. Bruce Mack Vice President of Academic Programs Cleveland CC 137 South Post Road Shelby, NC 28152-6205 Phone: (704) 669-4093 Fax :　(704) 669-4203 mack@clevelandcc.edu **Term Expires June 2027**	Dr. Levy Brown Vice President of Academic, Student Success, and Strategy Halifax CC Post Office Drawer 809 Weldon, NC 27890 Phone: (252) 536-6386 ext. 386 Fax:　(252) 536-4144 lbrown361@halifaxcc.edu **Term Expires June 2028**
Dr. Kathleen Gallman Vice President for Instruction Craven CC 800 College Court New Bern, NC 28562 Phone:　(252) 638-7233 Fax:　(252) 638-4232 gallmank@cravencc.edu **Term Expires June 2026**	Dr. Wendy Hines Executive Vice President of Instruction and Student Services Haywood CC 185 Freedlander Dr Clyde, NC 28721-9454 Phone:　(828) 565-4069 Fax:　(828) 627-1218 / 3606 whines@haywood.edu **Term Expires June 2028**	Ms. Kristen Macemore Vice President of Instruction Wilkes CC Post Office Box 120 Wilkesboro, NC 28697 Courier 15-11-04 Phone: (336) 838-6427 Fax :　(336) 838-6277 khmacemore969@wilkescc.edu **Term Expires June 2027**
Dr. Brandon Jenkins Executive Vice President/Chief Academic Officer Southeastern CC Post Office Box 151 Whiteville, NC 28472-0151 Phone: (910) 788-6381 Fax :　(910) 642-5658 brandon.jenkins@sccnc.edu **Term Expires June 2028**	Dr. Rebecca Roush Vice President Academic Affairs Sandhills CC 3395 Airport Road Pinehurst, NC 28374 Phone: (910) 695-3704 Fax :　(910) 695-1823 roushr@sandhills.edu **Term Expires June 2027**	Dr. Greg Thomas Vice President of Academic and Student Affairs Isothermal CC Post Office Box 804 Spindale, NC 28160-0804 Phone: (828) 395-1663 Fax :　(828) 286-1120 gthomas@isothermal.edu **Term Expires June 2026**

Attachment 2
Curriculum Course Review Committee
Submission Deadlines

The Committee meets three times each calendar year (fall, spring, and summer). The submission deadlines and corresponding monthly action are as follows:

Items Received by the System Office	Action by Committee	Implementation Dates for New Courses	Implementation Dates for Revised Courses*
March 2, 2025 through August 1, 2025	October 2025	Spring Semester 2026 (2026*01)	Fall Semester 2026 (2026*03)
August 2, 2025 through December 1, 2025	February 2026	Summer Semester 2026 (2026*02)	Spring Semester 2027 (2027*01)
December 2, 2025 through March 1, 2026	May 2026	Fall Semester 2026 (2026*03)	Summer Semester 2027 (2027*02)
March 2, 2026 through August 3, 2026	October 2026	Spring Semester 2027 (2027*01)	Fall Semester 2027 (2027*03)
August 4, 2026 through December 1, 2026	February 2027	Summer Semester 2027 (2027*02)	Spring Semester 2028 (2028*01)
December 2, 2026 through March 1, 2027	May 2027	Fall Semester 2027 (2027*03)	Summer Semester 2028 (2028*02)
March 2, 2027 through August 1, 2027	October 2027	Spring Semester 2028 (2028*01)	Fall Semester 2028 (2028*03)

NOTE: Requests received after the last date will be acknowledged and placed on the agenda for the next meeting; *For earlier implementation, please contact the assigned program administrator.

Instructions for Completing and Submitting FORM 15-1
Request for New *Combined Course Library (CCL)* Course

General Information
- Form 15-1 is located under Section 15 of the *Curriculum Procedures Reference Manual*: http://www.nccommunitycolleges.edu/academic-programs/curriculum-procedures-reference-manual-cprm
- All requests for new courses must be submitted in this format.
- Use as much space as is needed in cells where information is not specifically limited. As with all tables, each cell will expand as information is entered, and the table will flow across pages.

Instructions for Completing Form
1. **Name of College** – Enter in cell provided.
2. **Chief Academic Officer** – Enter in cells provided using last, first, middle initial format.
3. **Chief Academic Officer Signature** – After all other information is entered, use an electronic signature, or leave blank for signature on hard copy.
4. **Contact Person** – Enter the name of the person who should be contacted for questions and/or revisions. Communication regarding changes to the request will be copied to the Chief Academic Officer.
5. **Email** – Enter email address for Contact Person.
6. **Phone** – Enter phone number for Contact Person.
7. **Rationale for New Course** – Enter explicit statement of the process that led the college to decide that a new course is needed. This cell will expand to accommodate as much verbiage as needed.
8. **Supporting Documentation** – This is the research conducted by the requesting college to determine that there is no appropriate course already existing in the *Combined Course Library* and that the need for the new course is system-wide. The four parts of the documentation are as follows:
   - Course(s) Similar to Requested Course – List all courses that appear to be similar to the requested course. The requesting college should research the *Combined Course Library* to determine which courses already exist that may be similar to the proposed course. This can be done by utilizing the keyword search function located through http://www.nccommunitycolleges.edu/academic-programs/combined-course-library (faculty/staff search for curriculum courses). Please note that courses that have similar content, but a different prefix should be indicated.
   - **How Is New Course Significantly Different** – Be specific about the differences and indicate why an existing course could not be utilized. Note that a college may add a local fourth sentence to an existing course, which often prevents the need for a new course to be created.
   - **Colleges That Have Been Consulted** – The requesting college must contact a representative sampling of the colleges with programs that might have an interest in the requested course. It is expected that the course submitted will be refined through this process and will have more widespread usefulness as a result of this collaboration.

- **Response from Consulted Colleges** – The contacted colleges do not have to agree for the requesting college to proceed with the request. However, an indication of the strength of the agreement must be presented, along with objections or suggestions for changes voiced by the consulted colleges.
- **Response from Consulted Senior Institutions** – Both a community college and a university must partner to request that the Transfer Advisory Committee add a course to the Comprehensive Articulation Agreement transfer list. The university endorsement signifies that the university accepts the course and believes the course should be recommended for statewide consideration. Therefore, it is required that at least one senior institution be consulted in regard to their endorsement *prior* to CCRC consideration of the **transfer** course acceptance into the *CCL*.

9. **Proposed New Course Information** – Provide information for all sections. The Curriculum Course Review Committee may amend the information as needed to make course consistent with *CCL* guidelines and established CCRC practices.
   - **Three-Letter Prefix** – Enter a prefix you think most appropriate for the new course.
   - **Three-Digit Number** – Enter a suggested number or enter 1xx or 2xx to indicate whether the course should be first-year or second-year level. Course numbers 100-109 and 200-209 are reserved for diploma and certificate programs. Course numbers 190-199 and 290-299 are reserved for prefixes SEL (selected topics) and SEM (seminar) and should not be utilized.
   - **Short Title** – Enter the course title as it will appear in the *Combined Course Library*, using a maximum of 30 characters. Abbreviations may be required in order to meet the 30-character maximum.
   - **Long Title** – Enter the course title in its entirety by spelling out any abbreviations. The long title is only utilized to provide clarification of the abbreviations
   - **Hours** – Enter the hours to the right of each category, using 0 to fill in unused blanks. Remember that lab/shop hours must be multiples of 2 or 3 depending on level of supervision, clinical hours must be multiples of 3, and work experience hours must be a multiple of 10.
   - **Prerequisites/Corequisites** – Enter the three-letter prefix and three-digit number as it appears in the *Combined Course Library* for any prerequisites or corequisites a student must have to expect to be successful in the course. Use "none" if not applicable.
   Description – Enter the proposed description using the following the guidelines:
   The first sentence is an overview of the course. It must begin with, "*This course provides/introduces/covers/is designed to/includes*…".
   The second sentence should describe the actual content/topics of the course that every college that offers the course should address. It must begin with, "*Topics include/Emphasis is placed on*…".
   The third sentence should describe measurable outcomes for the course. It must begin with, *"Upon completion, students should be able to…"*.
   Make sure wording is clear and appropriately describes the course. The first and second sentence are limited to 40 words. The third sentence is limited to 50 words.

10. **Curriculum(s) for which the course is intended** – The course may be appropriate for more than one curriculum. Enter all that apply. Consultation with other colleges may result in determining that there are appropriate curriculums other than the one the requesting college initially identified.
11. **Program area boxes** – Choose appropriate general education, major hours, or other area. There should be only one box checked, unless the college is also requesting that the course be restricted to a major or concentration.
12. **Credential levels** – Check all that apply. Requests for AA and AS credential will be forwarded to the Transfer Advisory Committee for consideration for transfer through the Comprehensive Articulation Agreement (CAA), if the Curriculum Course Review Committee approves the course for inclusion in the *CCL*. Requests for the AE credential will be forwarded to the AE to BSE Transfer Committee. All courses appearing on the AFA degree must be classified as college transfer level according to the CAA

Submitting the Request

Submit the completed request form by email to: CCRC@nccommunitycolleges.edu. Please include a signed PDF as well as a Word version of the completed form. Your college (President and CAO) should receive a letter of receipt within two weeks of submission.

General Information

- Form 15-2 is located under Section 15 of the *Curriculum Procedures Reference Manual*: http://www.nccommunitycolleges.edu/academic-programs/curriculum-procedures-reference-manual-cprm
- All requests for course revisions must be submitted in this format.
- Use as much space as is needed in cells where information is not specifically limited. As with all tables, each cell will expand as information is entered, and the table will flow across pages.

Instructions for Completing Form

1. **Name of College** – Enter in cell provided.
2. **Chief Academic Officer** – Enter in cells provided using last, first, middle initial format.
3. **Chief Academic Officer Signature** – After all other information is entered, use an electronic signature, or leave blank for signature on hard copy.
4. **Contact Person** – Enter the name of the person who should be contacted for questions and/or revisions. Communication regarding request will be copied to the Chief Academic Officer.
5. **Email** – Enter email address for Contact Person.
6. **Phone** – Enter phone number for Contact Person.
7. **Rationale for Course Revision** – Enter explicit statement of the process that led the college to decide that the course needs revision. This cell will expand to accommodate as much verbiage as needed.
8. **Supporting Documentation** – This is the research conducted by the requesting college to determine that the need for the revised course is system-wide. The required items of documentation are as follows:
   - **Colleges That Have Been Consulted** – The requesting college must contact a representative sampling of the colleges with programs that utilize the course. It is expected that the course revision submitted will be refined through this process and will have more widespread usefulness as a result of this collaboration.
   - **Response from Consulted Colleges** – The contacted colleges do not have to be in agreement for the requesting college to proceed with the request. However, an indication of the strength of the agreement must be presented, along with objections or suggestions for changes voiced by the consulted colleges.
9. **Current Course Information** – Complete all sections, using the current information as it appears in the *Combined Course Library*.
10. **Proposed Course Information** – Provide information for all sections. The Curriculum Course Review Committee may amend the information as needed to make the course consistent with *CCL* guidelines and established CCRC practices.
    - **Three-Letter Prefix** – Enter the current prefix or an alternate prefix that more appropriately fits the course as revised.

- **Three-Digit Number** – Enter the current three-digit number a number that more appropriately fits the course as revised. Number should be in 1xx or 2xx format to indicate whether the course should be first-year or second-year level. Course numbers 100-109 and 200-209 are reserved for diploma and certificate programs. Course numbers 190-199 and 290-299 are reserved for prefixes SEL (selected topics) and SEM (seminar) and should not be utilized.
- **Short Title** – Enter the course title as it will appear in the *Combined Course Library*, using a maximum of 30 characters. Abbreviations may be required in order to meet the 30-character maximum limitation in Colleague. *Course titles appearing in IIPS will be further shortened by System Office staff to accommodate the 30-character limitation.*
- **Long Title** – Enter the course title in its entirety by spelling out any abbreviations the long title is only utilized to provide clarification to CCRC members.
- **Hours** – Enter the hours to the right of each category, using 0 to fill in unused blanks. Remember that lab/shop hours must be multiples of 2 or 3 depending on level of supervision, clinical hours must be multiples of 3, and work experience hours must be multiples of 10.
- **Prerequisites/Corequisites** – Enter the three-letter prefix and three-digit number as it appears in the *Combined Course Library* for any prerequisites or corequisites a student must have to expect to be successful in the course. Use "none" if not applicable.
  Description – Enter the proposed description using the following the guidelines:
  The first sentence is an overview of the course. It must begin with, "*This course provides/introduces/covers/is designed to/includes*…".
  The second sentence should describe the actual content/topics of the course that every college that offers the course should address. It must begin with, "*Topics include/Emphasis is placed on*…".
  The third sentence should describe measurable outcomes for the course. It must begin with, *"Upon completion, students should be able to…"*.
  Make sure wording is clear and appropriately describes the course. The first and second sentence are limited to 40 words. The third sentence is limited to 50 words.

Submitting the Request

Submit the completed request form by email to: CCRC@nccommunitycolleges.edu. Please include a signed PDF as well as a Word version of the completed form. Your college (President and CAO) should receive a letter of receipt within two weeks of submission.

Instructions for Completing and Submitting FORM 15-3
Request for *Combined Course Library (CCL)* Course Reclassification

General Information

- Form 15-3 is located under Section 15 of the *Curriculum Procedures Reference Manual*: http://www.nccommunitycolleges.edu/academic-programs/curriculum-procedures-reference-manual-cprm
- All requests for course reclassifications must be submitted in this format.
- Use as much space as is needed in cells where information is not specifically limited. As with all tables, each cell will expand as information is entered, and the table will flow across pages.

Instructions for Completing Form

1. **Name of College** – Enter in cell provided.
2. **Chief Academic Officer** – Enter in cells provided using last, first, middle initial format.
3. **Chief Academic Officer Signature** – After all other information is entered, use an electronic signature, or leave blank for signature on hard copy.
4. **Contact Person** – Enter the name of the person who should be contacted for questions and/or revisions. Communication regarding request will be copied to the Chief Academic Officer.
5. **Email** – Enter email address for Contact Person.
6. **Phone** – Enter phone number for Contact Person.
7. **Rationale for Reclassification** – Enter explicit statement of the process that led the college to decide that the course needs reclassification. This cell will expand to accommodate as much verbiage as needed.
8. **Supporting Documentation** – This is the research conducted by the requesting college to determine that there is a need to change the classification of the course and that the need for the reclassification of this course is system-wide. The documentation is as follows:
   - **Colleges That Have Been Consulted** – The requesting college must contact a representative sampling of the colleges with programs that might have an interest in the requested reclassification. It is expected that the reclassification request will be refined through this process and will have more widespread usefulness as a result of this collaboration.
   - **Response from Consulted Colleges/Senior Institutions** – The contacted colleges do not have to be in agreement for the requesting college to proceed with the request. However, an indication of the strength of the agreement must be presented, along with objections or suggestions for changes voiced by the consulted colleges.
9. **Current Course Information** – Enter Course Prefix, Course Number and Course Title exactly as in the *Combined Course Library*.
10. **Requested Action**:
    - **Curriculum(s) for which the course is intended** – Enter all that apply. The course may be appropriate for more than one curriculum. Consultation with other colleges may result in determining that there are appropriate curriculums other than the one the requesting college initially identified.

- **Action Requested** – Mark the appropriate box(es) to indicate the requested action, entering "**A**" for addition or "**R**" for removal of the classification.
- **Credential Levels** – Check all that apply. Please note that reclassification requests for AA, AS, or AFA courses should be submitted via a letter of request sent to the Senior Vice President (see address below). These requests will be forwarded to the Transfer Advisory Committee and Independent Transfer Advisory Committee for consideration.

Submitting the Request

Submit the completed request form by email to: CCRC@nccommunitycolleges.edu. Please include a signed PDF as well as a Word version of the completed form. Your college (President and CAO) should receive a letter of receipt within two weeks of submission.