SECTION 3 - Part 2

Special Curriculum Program Application Procedures

Revised September 23, 2005
North Carolina Community College System

Special Curriculum Program Application Procedures for Selected Curriculums

Approved by the State Board of Community Colleges

Revised September 23, 2005
Blank Page
The mission of the North Carolina Community College System, as stated in Rule T23 2B.0100 of the *North Carolina Administrative Code* (NCAC), is to provide adults in North Carolina with learning opportunities consistent with identified student and community needs. Colleges in the System plan, develop, and implement curriculum programs consistent with their local mission to provide learning experiences for adults and ultimately enhance the workforce of North Carolina.

The State Board of Community Colleges is authorized in Rule T23 2E.0200 of the NCAC to approve programs consistent with the System's mission and to outline procedures for colleges to follow when applying for program approval. The State Board has delegated to the President of the North Carolina Community College the authority to approve new curriculum programs for the selected titles that are listed in Attachment 1.

Colleges seeking curriculum program approval for these curriculum should submit an application using the attached procedures. Colleges are encouraged to contact the appropriate program coordinator at the System Office in the completion of this application.

**Two (2) copies of the application with original signatures on each copy** should be submitted to:

Vice President for Academic and Student Services  
North Carolina Community Colleges System Office  
5016 Mail Service Center  
Raleigh, North Carolina 27699-5016
North Carolina Community College System

CURRICULUM PROGRAM APPLICATION

Each credential granting college must complete this application

College  ___________________________ Date  ________________________________

Program Code  ________________________________________________________

(Not applicable for programs new to the System)

Program Title  _________________________________________________________

Concentration Title  ____________________________________________________

(If applicable)

Credential (Indicate the highest credential to be awarded)

☐ AAS  ☐ Diploma  ☐ Certificate

Proposed Semester and Year of Implementation  ______________________________

Contact Person for the Application  ________________________________________

Phone  ________________ Extension  ___________ E-mail  _______________________

Institutional Certification

This curriculum program 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.

______________________________  ______________________
Signature, President  Date

______________________________  ______________________
Signature, Board of Trustees Chair  Date

NCCCS Office Use Only

Date Received  ___________________________ Date Logged in  ______________________

Date to Coordinator  _______________________ Coordinator  ______________________

Special Curriculum Application Procedures  Revised September 23, 2005

3-2  Part 2
Special Curriculum Program Application Procedures
For Selected Curriculums

Revised September 23, 2005

The State Board has delegated to the President of the North Carolina Community College the authority to approve new curriculum programs for the selected titles that are listed in Attachment 1. The criteria for adding curriculums to the list are found in Attachment 2.

Colleges should submit the Institutional Certification Page and the optional Cover Page (Attachment 4), along with the following curriculum design items:

1. a copy of the current State Board-approved Curriculum Standard;
2. the college's proposed Program of Study; and,
3. the college's proposed Curriculum Model.

The current State Board-approved Curriculum Standard can be retrieved from the Internet by going to the Programs area at the System Office web site:

http://www.nccommunitycolleges.edu/Programs/index.html and follow the links to the curriculum standards.

The Program of Study (see the Attachment 3 format) and the Curriculum Model should be designed using the appropriate courses listed in the Common Course Library (CCL). Refer to Section 9 of the Curriculum Procedures Reference Manual for guidelines in completing a Program of Study. The Curriculum Model should list all courses in the Program of Study sequenced by semester and include the course prefix, number, title, contact and credit hours.
Attachment 1

**Selected Curriculum Titles**

the

**System President Can Approve**

NOTE: In order to qualify for some of the Special Applications below, colleges must already have approval for the program in the parentheses.

1. A2512I Business Administration / Electronic Commerce  
   (Business Administration)
2. A2526D Information Systems / Network Administration and Support  
   (Information Systems)
3. A25290 Internet Technologies
4. A50240 Industrial Systems Technology
5. C55160 Cosmetology Instructor  
   (Cosmetology)
6. C55230 Esthetics Technology  
   (Cosmetology)
7. C55270 Esthetics Instructor  
   (Cosmetology)
8. C55380 Manicuring Instructor  
   (Cosmetology)
9. C55400 Manicuring/Nail Technology  
   (Cosmetology)
10. A55370 Community Spanish Interpreter
11. A5522B Early Childhood Associate / Teacher Associate  
    (Early Childhood Associate)
12. A5522A Early Childhood Associate / Special Education  
    (Early Childhood Associate)
Attachment 1 (Continued)

Selected Curriculum Titles
the
System President Can Approve

13. A45100   Associate Degree Nursing - Integrated
             (Associate Degree Nursing - Non-Integrated)
14. A45120   Associate Degree Nursing - Non-Integrated
             (Associate Degree Nursing - Integrated)
15. C55290   Infant/Toddler Care
16. A25270   Information Systems Security
Special Application Process Rationale

The following rationale and criteria are used by the System Office staff to assist in determining which curriculum programs should be recommended to the State Board Program Services Committee for placement on the Special Application process list.

**Rationale:**
There is an immediate or critical need for graduates from the identified program. The special application process allows colleges to respond to industry needs in a timely manner.

**Criteria:**
Curriculum programs recommended to the State Board for placement on the Special Curriculum Application process list must meet the following criteria to be eligible:

1. There is an urgent and/or critical need for graduates from the identified program or there is a change in licensure requirements by an outside agency that requires immediate compliance.
2. The perceived system-wide impact of the program to colleges is minimal.

**Note:** Colleges submitting an application under the special application process must certify that they can operate the proposed program efficiently and effectively within the resources available to the college. The college must also submit a program of study that is in compliance with the curriculum standard approved by the State Board of Community Colleges and a curriculum model.

*Approved by the State Board of Community Colleges on September 13, 2002.*
# Program of Study Format

<table>
<thead>
<tr>
<th>College Approved or Applying to Offer Program</th>
<th>Date</th>
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<tr>
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<table>
<thead>
<tr>
<th>Program Code</th>
<th>(Not applicable for programs new to the System)</th>
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<th>Credential (Indicate the highest credential to be awarded)</th>
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- AAS
- Diploma
- Certificate

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<th>Proposed Semester and Year of Implementation</th>
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<th>Contact Person for Program of Study</th>
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## Curriculum Description

### Course Number/Title

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<tr>
<th>Class</th>
<th>Lab</th>
<th>Clinic/Exp</th>
<th>Credits</th>
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</thead>
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### I. GENERAL EDUCATION

**Note:** 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. **Required Courses**

2. **Required Subject Area**

   **Humanities/Fine Arts Elective**

   **Social/Behavioral Science Elective**

   *General Education SHC Sub-Total*
II. MAJOR HOURS

Note: AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in a degree or diploma program up to a maximum of 8 semester hours and in a certificate program up to a maximum of 2 semester hours.

A. Core

Note: The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.

1. Required Courses

2. Required Subject Area

Core SHC Sub-Total

B. Concentration (if applicable)

Note: A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.

1. Required Courses

2. Required Subject Area

Concentration SHC Sub-Total

C. Other Major Hours

Note: Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degree and diploma curriculum programs up to a maximum of 8 semester hours credit and in certificate programs up to a maximum of 2 semester hours credit.

1. Required Courses

2. Required Subject Area

Other Major Hours SHC Sub-Total

Other Major Hours SHC Sub-Total

Major Hours SHC Sub-Total
III. OTHER REQUIRED COURSES

Note: A college may require other subjects or courses to complete graduation requirements. These requirements may include electives, orientation, study skills courses, or other graduation requirements.

1. Required Courses

2. Free Electives

<table>
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<tr>
<th>Other Required Courses SHC Sub-Total</th>
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<td>Total Semester Hours Credit in Program</td>
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College Comments

Course Substitution

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<th>Course in Program</th>
<th>Substitute Course(s)</th>
<th>SHC</th>
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</thead>
</table>
CURRICULUM PROGRAM APPLICATION

Community College Name

Program Title

Concentration Title (if applicable)

Date