CURRICULUM PROCEDURES REFERENCE MANUAL

SECTION 9

Electronic
Program of Study (POS) Review

Please note that traditional POS, including Career and College Promise and college transfer, for Fall of 2013 and beyond should be filed in Colleague.

The functionality for filing Captive and Participating Level III Instructional Service Agreement (ISA) POS is not currently available in Colleague. A manual process is currently utilized for filing of these programs of study until those Colleague segments are finalized.

For instructions on the Level III ISA participating program of study manual process, see section 6 of the Curriculum Procedures Reference Manual.

Please contact Karen Tikkanen, Director of Workforce Continuing Education Training and Standards at 919-807-7158 or tikkanenk@nccommunitycolleges.edu for instructions on the manual process for filing captive programs of study.

Electronic Program of Study (POS)
Review

This section is designed to let you know more about the procedures that System Office Program Coordinators use to review electronic programs of study (POS). Knowing the key areas reviewed by coordinators should assist you as you enter programs of study and expedite the processing and approval of your POS.

> **Note:** Please refer to Attachment A for the deadlines for entering programs of study.

> **Note:** A program of study must be approved **prior** to the start of the term the program will be taught. For example, POS for Fall 2013 must be **approved** electronically prior to the first day of the 2013 fall semester at your college.
>
> [1D SBCCC 400.10 (c)] states:
> *The initial and revised program of study shall be filed with and approved by the North Carolina Community College System Office prior to implementation. If a curriculum standard is revised, a revised program of study shall be submitted and approved by the North Carolina Community College System Office within one year following the effective term, unless immediate implementation is required by the State Board of Community Colleges.*

> **Note:** The program of study must be in compliance with the associated curriculum standard. Curriculum standards are located at: http://www.nccommunitycolleges.edu/Programs/curriculum_standards.htm

Key Items Reviewed by Program Coordinators

President's Approval Date
This is, in effect, your president's signature (or locally designated approval), indicating the date the POS was approved locally through your college's curriculum approval process. This field is required.

Effective Term
Enter the semester/term the revised POS will be effective. (Fall 2013 would be *2013*03, Summer 2013 would be 2013*02, Spring 2013 would be 2013*01.)* Remember that a POS must be approved prior to the start of a term.

Program of Study Status

The status of a POS must be identified as "S"(submit)/"SE"(submit with error) in Colleague before they will be electronically forwarded to the System Office for review.

In Colleague, checking the "compare to standard" function will indicate the cause for a "failing" POS. A college may submit a POS with SE status if they believe that the POS is complete and in compliance with the curriculum standard.

Degree Level

Enter the highest credential your college will offer under any program title. For example, if your college is approved to offer Automotive Systems Technology - A60160, but the diploma is the highest credential offered at your college, enter D60160. If you plan to offer the Associate Degree *and* a diploma, you would enter A60160, the highest credential offered. You do *not* have to enter locally created diplomas or certificates offered under approved AAS POS; however, all courses in locally created diplomas or certificates must be listed on the approved AAS or diploma POS.

Note: The course numbers 100-109 and 200-209 are assigned to certificate and diploma level curriculum courses. These courses shall not be included in AAS programs. Colleague has a separate screen for certificate/diploma level courses filed under an AAS.

General Education Requirements

AAS programs must contain a minimum of 15 semester hours of general education which include 6 semester hours of communication courses and at least one course in humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics.

Diploma programs must include 6 semesters hours of general education, of which, 3 semester hours must be in communications.

General education is optional for certificate programs.

A college may add additional general education requirements, provided the entire POS does not exceed the maximum number of hours allowed for the program.

Elementary foreign language courses may *not* be utilized as the sole humanities in an AAS, diploma or certificate program of study. CIS 110 or CIS 115 may *not* be utilized as the sole math requirement in the AAS, diploma and certificate programs of study.

AA programs must contain a minimum of 45 semester hours of general education which include 6 semester hours of communication courses, 9 semester hours of communications, humanities/ fine arts, 9 semester hours of social/behavioral sciences, 3-4 semester hours of mathematics, 4 semester hours of natural sciences and 13-14 hours of additional general education.

AS programs must contain a minimum of 45 semester hours of general education which include 6 semester hours of communication courses, 6 semester hours of communications, humanities/ fine arts, 6 semester hours of social/behavioral sciences, 8 semester hours of mathematics, 8 semester hours of natural sciences and 11 hours of additional general education.

AE programs must contain a minimum of 42 semester hours of general education which include 6 semester hours of communication courses, 6 semester hours of communications, humanities/ fine arts, 6 semester hours of social/behavioral sciences, 12 semester hours of mathematics, and 12 semester hours of natural sciences.

See discipline specific AFA curriculum standards for distribution of general education hours. All curriculum standards are located at: http://www.nccommunitycolleges.edu/academic-programs/curriculum-standards

Note: The general education matrix may be helpful when determining whether or not a course can qualify as general education. The general education matrix can be located at: http://www.nccommunitycolleges.edu/academic-programs/combined-course-library

Core Course Substitution

A college may request course substitution for a course which is included as a core requirement on a curriculum standard based on the following criteria:

Core course substitutions may be made only for courses in the arts and sciences discipline areas.

A course may not be substituted if the credit hours of the course will cause the total credit hours of the program to exceed the maximum hours on the curriculum standard.

Core course substitutions require the approval of System Office staff.

Other Major Hours Requirements

This section of the POS allows colleges to customize the program of study to meet local needs. Coordinators review these courses closely to assure that all courses listed are appropriate for the POS. For example, while OST is listed as an approved prefix on, the Criminal Justice Technology curriculum standard, *OST 244 - Medical Office Production* may not be an appropriate course to include in a Criminal Justice Technology program.

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 following exceptions:

- Foreign language prefixes which have a noted limitation of three semester hours of credit

- Up to two semester hour credits of ACA

- Prefixes used in core/concentration courses of the curriculum standard are not limited by a maximum number of hours provided the total number of hours does not exceed the maximum for the standard

Work experience, including cooperative education, practicums, and internships, may be included in an associate in applied science degree curriculum program up to a maximum of 8 semester hours of credit; up to a maximum of 4 semester hours of credit in a diploma program and up to a maximum of 2 semester hours of credit in a certificate program.

Elective "Pick" Lists

Elective course lists can be included in the Other Major Hours section to allow some specialization by students. These lists should include only those courses directly related to the program and should have course prefixes that are listed as approved prefixes on the curriculum standard. If an elective list includes courses with prerequisites, all prerequisite requirements must be able to be completed within the length of the program (maximum of 61 SHC for AS, AA, AE, and AFA, 76 SHC for AAS, 48 SHC for diplomas, and 18 SHC for certificates).

Selected Topics and/or Seminar courses

Up to 3 SHC of Selected Topics and/or Seminar courses may be included in the Other Major Hours section of the POS.

Note: This is 3 SHC total; not 3 SHC of Selected Topics and 3 SHC of Seminar courses.

Selected topics and seminar courses are units of instruction which offer specific job knowledge and/or skills and must be directly related to the program course work.

Selected topics courses are designed to be temporary courses. Courses designed to be long-term should be submitted for inclusion in the *Combined Course Library* (CCL).

Selected topics and seminar courses *cannot* be used to meet general education requirements.

Selected topics and seminar courses do not transfer under the Comprehensive Articulation Agreement (CAA). Some colleges and universities may accept selected topics and seminars through local bilateral agreements.

Selected topics and seminar courses, if included, must be on a college's program of study as **Other Major Hours**. They may be included in an elective list.

Selected topics and seminar courses will be numbered 190-199 or 290-299. The appropriate curriculum prefix should be substituted for SEL or SEM. For example, Selected Topics in Business would use the BUS prefix. The complete course title would substitute the curriculum area for the blank. *A first-year one credit business selected topics course would be BUS 191 Selected Topics in Business.*

Students must be enrolled in a curriculum to be qualified to register in selected topics or seminar courses.

Other Required Courses

Up to seven semester hours of credit may be included in the "other required" courses section to meet local employer requirements or local graduation requirements in an AAS program; up to four semester hours of credit in a diploma program; and up to one semester hour of credit may be included in a certificate program. Restricted or unique courses may not be included as other required courses.

Program Coordinators at the System Office review the courses in the "other required" area to determine whether the course(s) are educationally sound and appropriate for the program.

This section may be utilized for appropriate courses with prefixes that are not included in the "other major" area of a curriculum standard.

College Comments

Colleges may use this section to include descriptive comments to clarify information provided to the NC Community Colleges System Office. These comments are reviewed for compliance with the curriculum standard and become a permanent part of the POS and will be printed on paper copies of the POS.

Coordinator Comments

Program Coordinators from the System Office utilize this section of the POS to state the reason for disapproving a POS or to clarify information.

Prerequisites/Corequisites

The NCCCS uses the following definitions:

Corequisite- A course taken at the same time as another course or prior to the course to be taken.

Prerequisite- A course taken prior to another course.

Colleges must use the minimum prerequisite/corequisite requirements which are listed in the *Combined Course Library* (CCL).

A college may request to substitute a course of equal or higher level for a prerequisite/ corequisite requirement stated in the CCL. All prerequisite/ corequisite substitutions will require approval of System Office staff.

A college may *add* prerequisites/corequisites to any CCL course at the local level. All courses required for a program of study at a college, including prerequisites/corequisites, must be found on the approved curriculum standard for that program at the System Office. Local prerequisites/ corequisites may not be added if the addition will cause the total credit hours of the program to exceed the maximum hours on the curriculum standard.

A college may implement a local policy for waiving requisite requirements for individual students. Documentation of requisite waivers should be maintained for auditing purposes. (CC10-048)

Associate in General Education (AGE) and General Occupational Technology (GOT) Programs

Both the AGE and the GOT programs must be comprised of courses from the college's approved programs of study. Therefore, colleges are not required to file programs of study for the AGE or the GOT. (CC-96-222) and 1D SBCCC 400.10(d)

Career and College Promise Programs of Study.

Specific information on the filing of programs of study for Career Technical Education (CTE) pathway programs of study and College Transfer Pathway (CTP) Programs of Study is located in Section 14 of the *Curriculum Procedures Reference Manual*.

Submission Deadlines for Entering
Electronic Programs of Study

Below is a submission deadline schedule for filing Electronic Programs of Study (POS). Prior to any courses being taught which are listed on the POS, **all** POS that list the courses must receive a program coordinator's "electronic" approval. All POS that are **disapproved** should be corrected by the Disapproved Revision Deadline listed below.

Note: Programs of study new to the college's offerings, or new to the System, should be filed within 30 days after the college receives State Board of Community Colleges approval and prior to implementation of the program.

The submission deadline schedule is:

Implementation Date	Filing Deadline	Coordinator Review Deadline	Disapproved Revision Deadline
Fall	June 15	June 30	July 15
Spring	November 15	December 1	December 15
Summer	March 20	April 5	April 20