

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

***R. Scott Ralls, Ph.D.***

***President***

May 19, 2008

**MEMORANDUM**

TO: Chief Academic Officers

FROM: Delores A. Parker, Vice President  
Academic and Student Services

SUBJECT: *Curriculum Procedures Manual*  
Section 9 Revision

On May 16, 2008, the State Board of Community Colleges revised the following section of the *Curriculum Procedures Manual*:

Section 9 – Electronic Program of Study (POS) Review

The primary revisions incorporate the recent changes to 23 NCAC 2E.0204 that allow up to seven semester hours of credit to accommodate local employer requirements in the “Other Required” section of a program of study and restrict cooperative education hours in a diploma program to four semester hours of credit. Other changes involve an update in the wording to incorporate a recent change in curriculum standards that allow foreign language courses (including ASL) that are not already designated as approved other major prefixes in all programs up to a maximum of 3 semester hours of credit.

A detailed list of the changes and the revised section is attached for your convenience. The revised section is also available at:

[http://www.nccommunitycolleges.edu/Programs/reference\\_manual2.htm](http://www.nccommunitycolleges.edu/Programs/reference_manual2.htm)

If you have questions, please contact Jennifer Frazelle at 919-807-7120 or [frazellej@nccommunitycolleges.edu](mailto:frazellej@nccommunitycolleges.edu).

DAP/jf

Attachments

c: Presidents  
Judith Mann  
Jennifer Frazelle

CC08-116  
Email

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# SECTION 9

## Electronic Program of Study (POS) Review

Institutional Information Processing Systems (IIPS)

## SECTION 9

### **Electronic Program of Study (POS) Review Institutional Information Processing Systems (IIPS)**

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) filed through the Institutional Information Processing System (IIPS). 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 2003 must be **approved** electronically prior to the first day of the 2003 fall semester at your college.

[NCAC Title 23 - Subchapter 2E.0204(4)]

*Each college shall select curriculum courses from the Combined Course Library in order to comply with the standards for each curriculum program title the college is approved to offer. The selected courses shall comprise the college's program of study for that curriculum program. The initial and revised program shall be filed with and approved by the System Office prior to implementation.*

### **Items Reviewed by Program Coordinators**

#### **President's Approval Date**

This is, in effect, your president's signature, indicating the date the POS was approved locally through your college's curriculum approval process. We recommend that the president's approval date be the last item entered on the POS, thus indicating that the POS entered is just as you would like it to be and ready for review. *(Hint: If you are building a POS and need to save your work before completion, leaving the president's approval date blank will allow you to save your work and come back to it at a later time. If you enter the president's approval date and then save your work, the POS will be sent to the System Office computer for review, whether you are complete or not.)*

## Effective Term

Enter the semester/term the revised POS will be effective. (Fall 2003 would be 2003\*03, Summer 2003 would be 2003\*02, Spring 2003 would be 2003\*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 "Complete". Coordinators will not review incomplete programs of study because we assume you are still working on them.

*(Hint: Always check the status after you save a POS to see if it is complete. If it shows "Incomplete", check the message boxes on each page of the POS to see what is missing.)*

*AA, AS or AFA may indicate an "incomplete" status if a COM course is utilized as a Humanities/Fine Arts substitute even though this substitution is allowable under the AA, AS or AFA curriculum standards.*

## 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.

## 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 44 semester hours of general education which include 6 semester hours of communication courses, 12 semester hours of humanities/fine arts, 12 semester hours of social/behavioral sciences, 6 semester hours of mathematics, 8 semester hours of natural sciences.

AS programs must contain a minimum of 44 semester hours of general education which include 6 semester hours of communication courses, 9 semester hours of humanities/fine arts, 9 semester hours of social/behavioral sciences, 20 semester hours of mathematics/natural sciences (6 semester hours minimum of mathematics, 8 semester hours minimum of natural sciences).

AFA programs must contain a minimum of 28 semester hours of general education which include 6 semester hours of communication courses, 6 semester hours of humanities/fine arts, 9 semester hours of social/behavioral sciences, 4 semester hours of natural sciences and 3 semester hours of mathematics.

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/Programs/common\\_course\\_library.htm](http://www.nccommunitycolleges.edu/Programs/common_course_library.htm)

## **Core and Concentration Requirements**

If the POS status line indicates "complete", all core and concentration requirements should be met. If the POS status line indicates "incomplete", the college should review to make sure that any core subject areas have been included in the core.

## **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* would 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
- 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 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. If an elective list includes courses with prerequisites, all prerequisite requirements must be able to be completed within the length of the program (65 SHC for AS, AA, 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**. It may be included in an elective list.

Selected topics and seminar courses will be numbered 190-199 or 290-299.

Selected topics and seminar courses are listed in the CCL under the prefixes *SEL* and *SEM*. Colleges may select the appropriate discipline prefixes for selected topics and seminar courses.

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 will 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 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.



Attachment A

## Submission Deadlines for Entering Electronic Programs of Study

Below is a submission deadline schedule for filing Electronic Programs of Study (POS). Unless a POS is disapproved, it cannot be listed or altered after the listed filing date. 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.

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

## Section 9: Electronic Program of Study (POS) Review

### Changes – Summary 05/16/08

Section 9 Electronic Program of Study (POS) Review			
Page	Current	Proposed	Rationale
<b>Changes Made for Clarification of Policy/Procedure</b>			
<i>Title Page and Footer</i>	Section 9: Electronic Program of Study (POS) Review	Section 9: Electronic Program of Study (POS) Review Institutional Information Processing System (IIPS)	Institutional Information Processing System (IIPS) has been added to clarify that this is the IIPS process vs. a Colleague process.
<i>Page 9-2</i>		23 NCAC 02E.0204(4) statement has been updated.	Update was necessary to reflect language currently used in the North Carolina Administrative Code
<i>Page 9-3</i>		Add: "...even though this substitution is allowable under the AA, AS or AFA curriculum standards."	The proposed addition clarifies that a COM course may be used as a humanities/fine arts substitution for AA/AS/AFA.
<i>Page 9-3</i>		Add: "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."	The proposed addition clarifies the use of elementary foreign language and CIS 110 and CIS 115 in general education.

## Section 9 Electronic Program of Study (POS) Review

Page	Current	Proposed	Rationale
<b>Changes Made for Clarification of Policy/Procedure</b>			
Page 9-4		Add: "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: <a href="http://www.nccommunitycolleges.edu/Programs/common_course_library.htm">http://www.nccommunitycolleges.edu/Programs/common_course_library.htm</a> .	The proposed addition will alert colleges to the general education matrix as a resource.
Page 9-4	Delete:...“however, coordinators review core and concentration courses in conjunction with all other courses in the POS for educational soundness. For example, ECO 151 Survey of Economics will satisfy the economics subject area requirement for Business Administration, A25120; however, it would not be educationally sound to list ECO 151 as a core requirement and included either ECO 251 or ECO 252 under general education or other major hours since ECO 151 is a combined survey version of the basic components of ECO 251 and 252.	Add: “If the POS status line indicates “incomplete”, the college should review to make sure that any core subject areas have been included in the core.”	Proposed deletion of confusing example and proposed addition will assist colleges in identifying incomplete programs of study.
Page 9-5		Revise Other Major Hours section as follows: A maximum of 9 semester hours credit may be selected from any prefix	The proposed revision incorporates the flexibility that

## Section 9 Electronic Program of Study (POS) Review

Page	Current	Proposed	Rationale
<b>Changes Made for Clarification of Policy/Procedure</b>			
		<p>listed, with the <u>following exceptions</u>: <del>of prefixes listed in the core or concentration or specific prefixes such as SPA which has a noted limitation on the number of hours.</del></p> <p><u>Foreign language prefixes which have a noted limitation of three semester hours of credit</u></p> <p><u>Prefixes used in the 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</u></p>	has been added to each curriculum standard for the utilization of foreign language in the other major area. The proposed revision clarifies the use of core and concentration course prefixes.
Page 9-5		<p>Revise Other Major Hours section as follows:            Work experience, including cooperative education, practicums, and internships, may be included in <u>an</u> associate in applied science degree <del>and diploma</del> curriculum program up to a maximum of 8 semester hours of credit; <u>up to a maximum of 4 semester hours of credit in a diploma program</u> and <del>in certificate programs</del> up to a maximum of 2 semester hours of credit <u>in a certificate program</u>.</p>	The proposed revision updates Section 9 to incorporate amendments made to the NC Administrative Code (23 NCAC 02E.0204).
Page 9-5		Add: "course"	The proposed addition clarifies the type of course list.
Page 9-6		<p>Revise Other Required Courses Section as follows:            Up to seven <u>semester hours of credit</u> <del>SHC</del> may be included in the "other required" courses section to meet <u>local employer requirements, college or departmental 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.</u> <del>These may include free electives, orientation, study skills courses, or other graduation</del></p>	The proposed revision updates Section 9 to incorporate amendments made to the NC Administrative Code (23 NCAC 02E.0204).

Section 9 Electronic Program of Study (POS) Review			
Page	Current	Proposed	Rationale
Changes Made for Clarification of Policy/Procedure			
		<p><del>requirements. Restricted or unique courses may not be included as other required courses.</del></p> <p><u>Program Coordinators at the System Office will review the courses in the “other required” area to determine whether the course(s) are educationally sound and appropriate for the program.</u></p> <p><u>This section may be utilized for appropriate courses with prefixes that are not included in the “other major” area of a curriculum standard.</u></p> <p><b>Note:</b> <del>This section may not be used to include courses with prefixes not approved on the curriculum standard.</del></p>	
Page 9-6		Add Section on 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.”	The proposed addition defines the coordinator comment section of the program of study.