

SECTION 9

Electronic Program of Study

Review /Approval Procedures

For Curriculum Programs

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Electronic Program of Study (POS) Review/Approval Procedures for Curriculum Programs as of June 26, 2003

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 1 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)

(a) Each institution shall maintain on file with the Department of Community colleges a copy of the official program of study approved by the institution's board of trustees.

(c) A copy of each revised program of study shall be filed with and approved by the Department of Community Colleges prior to the implementation at the institution.]

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.) 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.)*

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.

A college may add additional general education requirements, provided the entire POS does not exceed 76 SHC for AAS Degrees (48 SHC for diplomas and 18 SHC for certificates).

Core and Concentration Requirements

If the POS Status line indicates "Complete", all core and concentration requirements should be met; 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.

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 many curriculum programs needing keyboarding skills, OST 244 - Medical Office Production would not be an appropriate course to include in a Criminal Justice Technology program.

Elective Lists

Elective 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).

Since all graduates of a college's program should possess similar skills, the number of **major elective courses** should not exceed **ten (10)**. This does not include cooperative education courses. For example, a POS should not include 12 core hours, plus an elective list for Other Major Hours which states that students should select 37 SHC from a long list of elective courses.

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 Common 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 SHC of courses may be included in Other Required Courses section to meet college or departmental graduation requirements. These may include free electives, orientation, study skills courses, or other graduation requirements.

Note: This section may **not** be used to include courses with prefixes not approved on the 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.

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 Common 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.

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