

## Requirement 3.4.6

### Educational Programs: All:

#### Practices for awarding credit

The institution employs sound and acceptable practices for determining the amount and level of credit awarded for courses, regardless of format or mode of delivery.

#### Judgment

Compliant  Partial Compliance  Non-Compliant  Not Applicable

#### Narrative

Haywood Community College (HCC) is in compliance with Comprehensive Standard 3.4.6

HCC adheres to North Carolina Community College System (NCCCS) guidelines for the determination of course level and credit. HCC strictly abides by NCCCS course level and course credit mandates regardless of course dissemination format (onsite, offsite, or at a distance).

#### State Procedures

Both the level and amount of credit awarded for courses in all HCC programs are determined on a system-wide basis by the North Carolina Community College System (NCCCS). The NCCCS, through its Curriculum Review Committee (CRC), creates new course offerings, revises existing course offerings, and/or reclassifies course offerings as outlined in Section 15 of the State's Curriculum Procedures Reference Manual ([CRC Procedures-Section 15-Dec. 07](#)). As a rule, ten community college administrators and two Presidents sit on the CRC at any given time.

In its creation, review, and reclassification processes, the CRC generates the North Carolina Community College Combined Course Library (CCL), an onsite and online database of all State community college course offerings. The CCL includes course descriptions, articulation transferability mandates, prerequisite/co-requisite requirements, academic course level, class contact and lab hours, and course credit hours. HCC adheres to all such NCCCS course dictates as noted in the CCL whether the course be delivered onsite, offsite (Regional High Tech Center), or through distance learning. Provided here as documentation are the course description, level, and credit hours awarded for CIS 110, the only course at HCC presently offered in three formats, i.e., onsite, offsite (HCC Regional High Tech Center) and through distance learning ([CIS 110](#)). All courses appear as reported in the CCL and in the [HCC Catalog, pp. 228-372](#), both documents available online and in hard copy.

The CRC invites HCC and all state community colleges to petition for additions, deletions, and changes to common course library courses. The CRC reviews such requests under system-defined committee procedures. Colleges submit CCL course review requests using NCCCS forms ([Section 22](#)

[Form 15-1 - New Course Approval, Section 22 Form 15-2 - Course Revision; Section 22 Form 15-3 - Course Reclassification](#)). CRC members review each request and decisions are based upon consensus, not majority vote.

### Local Procedures and Example

An example of an HCC course/program addition to the CCL exists with regard to HCC's recent submission to the NCCCS Curriculum Review Committee (CRC) for approval of a new program of study, Entrepreneurship. HCC followed existing institutional procedures in gaining initial local program and course approval ([HCC Program Curriculum Change Procedures](#)). HCC received approval of this program on January 18, 2008; therefore, the President forward to SACS on [February 12, 2008](#), a substantive change notice for this program ([Entrepreneurship Program Proposal](#)) ([Entrepreneurship Program Approval](#)).

Additionally provided as documentation of a CCL course addition request is an HCC application for approval of a hand-wrought metals (knife making) course for inclusion in its existing Professional Crafts Jewelry program ([Completed CCL Course Addition Request, Section 22, Form 15-1](#)).

In addition to the above processes, the CRC allows for institutional flexibility in requiring local prerequisites to courses offered within a program of study in addition to NCCCS prerequisite mandates. The attached documentation ([Local PreREQ Request 1](#); [Local PreREQ Request 2](#)) contains sample HCC existing course prerequisite requests forwarded to and favorably reviewed by the CRC. Each course offered has to be imbedded in a program of study.

### Supporting Documents

-  [BIO\\_168\\_ & 163\\_Pre-req\\_request](#)
-  [CHM\\_151\\_Pre-req\\_request](#)
-  [CIS\\_110](#)
-  [NCCCSO\\_Program\\_Approvals](#)
-  [PROGRAM\\_APPLICATION-ENTREPRENEURSHIP](#)
-  [PROP\\_PCJ\\_264](#)
-  [SACS\\_Sub\\_Change\\_Notification\\_Letter\\_021208](#)
-  [Section15\\_07Dec07\\_CRC](#)
-  [Section22\\_FORM\\_15-1](#)
-  [Section22\\_FORM\\_15-2](#)
-  [Section22\\_FORM\\_15-3](#)
-  [Verification\\_Process\\_for\\_New\\_Course\\_or\\_Program\\_Addition](#)
-  [HCC\\_0708\\_Catalog\\_\(page\\_233\)](#)