**Frequently Asked Questions regarding Curriculum & Course Approval**

* ***What is the difference between a CIP code and Generic Course Code?***
* CIP codes are used for curricula and Generic Course Codes are used for courses. Generally speaking, the codes are the same for programs and courses in a given field, however to be sure you should always select the appropriate code for programs from the ICCB Modified CIP List included in [Appendix A - ICCB-Modified Classification of Instructional Programs (CIP)](#_Appendix_A_-) of this Manual.
* ***What requires submission of a Form 22?***
* **ADDITION of a NEW Curriculum:** any new unit or R&ME that has its own unique curriculum prefix and number.
* **MODIFICATION of a Curriculum:** changes to the title, curriculum prefix/number, total credit hours, or CIP code.
* **ELIMINATION of a Curriculum:** withdrawal or inactivation of an existing curriculum

*NOTE: When eliminating a program, have a plan to reassign any courses remaining active to another active curriculum*

* **REACTIVATION of a Curriculum:** reinstating a curriculum that was previously active requires a request to do so, in writing, to our Vice President. (contact Becky Townsend for contact information)

*NOTE: Attach the Form 22, include any documentation as outlined in the Administrative Rules, Section 1501.302 f) to your written request.*

* ***What does not require submission of a Form 22?***
* Modifications to revise or upgrade existing programs by revising course titles, course credit hours, or the course sequence that DO NOT change the program’s intent, title, CIP code, or total credit hours for completion.
* ***Where can I find definitions for various Programs?***
* Associate Degrees, Certificates and Courses - Administrative Rules Section 1501.301 includes broad definitions for all baccalaureate/transfer degrees, AAS degrees and Certificates, and courses. Section 1501.302 includes definitions for degree credit hour ranges and general education credit hour requirements.
* ***What are the credit hour limits for programs?***
* Credit hour ranges and general education credit hour requirements can be found in the ICCB Administrative Rules Section 1501.302 a) 3).
* ***What if revisions to a program have increased the credit hours beyond what is allowable according to Administrative Rules?***
* Requests for exceptions to this Rule (see above) must be submitted in writing to the ICCB. Submit a cover letter requesting a waiver to the Administrative Rule Section and include documentation supporting your request for the waiver.
* ***How long does it take to process a Form 22?***
* Depending on the request, ICCB staff has 30 days from date of receipt to process your form/submission.
* Form 22s that are submitted along with new unit requests will be held and processed following all required Board (ICCB and/or IBHE) approvals.
* Form 22s that relate to a Reactivation request must be reviewed by staff and recommended for approval to our Vice President. These requests may require additional follow-up clarification, and therefore take longer than 30 days.
* ***Can we generate our own Forms?***
* **No**, Please use the ICCB form included in this manual, or you may contact Tricia Broughton for the individual electronic fillable forms.
* ***Why do I occasionally receive Forms back with changes made? Or why do I receive a Course/Curriculum request back in Cnet with changes made?***
* All changes made at the college’s request will be noted accordingly by ICCB Staff on the form or in the comments section on Cnet.
* ICCB staff have the authority to make changes related to **CIP codes** (for consistent classification purposes), **Effective Dates** (dates prior to 30 days of receipt date and dates associated with a Board approval date will be changed accordingly), and **Degree type** (as necessary).

**NOTE:** Appeals to any changes can be made to the appropriate ICCB Staff.

* ICCB staff may change titles to abbreviate within the 36 character limit of the Course or Curriculum Master File title field. Colleges are asked to verify their titles to stay within this limit by abbreviating accordingly prior to form submission.
* ***Can we inactivate a course?***

**No**, you can only withdraw a course and then reuse that course again; you are allowed to inactivate a curriculum, which allows the students currently enrolled to complete that program.

* ***Does offering a course in an accelerated format require ICCB approval?***

**Yes**, any course that allows a student to earn more than one credit hour per week, requires

A waiver to ICCB Administrative Rule 1501.507b)10).

* ***Can a curriculum be reactivated?***

**Yes**, the guidelines for reactivating a program can be found in the Administrative Rules Section 1501.302 f). Contact Tricia Broughton for instructions on requesting reactivation for a specific program.

* ***Can a course of one PCS be attached to a curriculum of a different PCS? (i.e. a PCS 1.2 course attached to a PCS 1.1 curriculum)***

**Yes**, within parameters. A 1.2 course that is expected to apply as an elective only and not transfer may be attached to a 1.1 curriculum.  A 1.1 course may be attached to a 1.2 curriculum; however, articulation requirements still apply.

* ***Who determines the Course or Curriculum Prefix and Number?***

The community college determines this information. ICCB Staff verify the requested course or curriculum prefix and number is not already in use or withdrawn/inactive.

* ***Where is the funding category/reimbursement rate for each course listed?***

Funding category for a course is determined by its PCS and Generic Course Code/CIP combination. A list of Funding Categories by PCS and CIP can be found on/at http://iccbdbsrv.iccb.org/generic/genericlookup.cfm

ICCB has six funding categories:

Fund 1 = Baccalaureate/Transfer and Generic Academic

Fund 2 = CTE: Business/Service Occupational and Vocational

Fund 3 = CTE: Technical Occupational and Vocational

Fund 4= CTE: Health Occupational and Vocational

Fund 5 = Developmental Education

Fund 6 = Adult Basic/Secondary Education and English as a Second Language

Reimbursement rates are the dollar amount per credit hour the college is paid. The reimbursement rate is based on the funding category and change every fiscal year. Contact ICCB staff for the most current list of reimbursement rates.

* ***What is the Approval Process for a new program?***

The approval process for all credit-bearing degree and certificate programs is summarized on page 57 of the Program Approval Manual. The Approval Process involves a review by ICCB and IBHE Staff, with a final recommendation being made to the ICCB and IBHE (for degree programs). The Boards of both agencies have final approval authority on all programs.

* ***How long does it take to approve a program?***

Application Timelines are discussed through the Program Approval Manual for Baccalaureate/Transfer and CTE programs. Timelines for the approval of CTE programs are specifically discussed on page 23.  In general, the ICCB cannot guarantee board approval for any programs by the fall semester for applications submitted after March 31st of each year.  The ICCB cannot guarantee board approval for programs by the spring semester for applications submitted after October 31th of each year. For the most expeditious review, the college should submit an application that is complete and of high quality. UPDATE as of 1/2016: The IBHE has moved its meeting schedule to four times per year. This may affect the approval of new degree programs. Please contact staff for more detailed information if you have questions about the timeline for your program’s approval.

* ***How often does the ICCB meet? Where can I find a list of meeting dates?***

The ICCB typically meets five times per year. A list of current meeting dates can be found on the ICCB website at ICCB Board Meeting calendar <http://www.iccb.org/bdcalendar.html>

* ***How do I submit volume changes to the course or curriculum master file?***

Withdrawals and inactivations of more than 5 courses/programs can be made by submitting a spreadsheet via email with basic information to ICCB staff. The spreadsheet must include the course/curriculum prefix & number, title, and effective date of change.

* ***Who do I contact with questions or concerns about CurricuNet?***

Contact Tricia Broughton with issues related to CurricuNet. Staff may ultimatley need to refer you to CurricuNet Customer Service.

* ***If I’ve been told by USDEO or an accrediting body that I need to provide them with evidence of course or program approval, how do I do that?***

Please contact Tricia Broughton with a request for evidence of approval. Please include information specific to the program(s) or course(s) for which you need an approval date, a timeline for providing this evidence, and any other pertinent information to the request. Staff will work with you to submit this information accordingly.