

Frequently Asked Questions Regarding Course & Program Approval

- ***Where do I find... in the Program Approval Manual or the Administrative Rules?***

The Program Approval Manual is an instructional manual for completing requests for approval of programs and courses. The PAM contains valuable information including the required applications, timelines for staff review and Board approval, and notification of approval.

The PAM can be found on the ICCB Website at

https://www.iccb.org/academic_affairs/iccb-manuals/program-approval-manual/ .

The Administrative Rules are the over-arching guidelines the ICCB uses to administer the Illinois Public Community College Act. The Rules contain valuable information on what guides our policies, such as requirements for approval outlined in the PAM. The Rules can be found on the ICCB Website at

https://www.iccb.org/iccb/wp-content/pdfs/manuals/ICCB_SystemRules_Manual.pdf .

- ***Where can I find definitions for various Programs and Course Types?***

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. **Section 1501.309** includes definitions for courses and required contact to credit hour ratios.

- ***What are the credit hour limits for programs?***

Credit hour ranges for all degree programs can be found in the ICCB **Administrative Rules Section 1501.302 a)3)A)**.

- ***Where can I find how many credit hours of general education are required for programs?***

General education hour requirements can be found in the ICCB **Administrative Rules Section 1501.302 a)3)B)**.

- ***What if revisions to a program have increased the credit hours beyond what is allowable according to Administrative Rules?***

Requests for exceptions to this **Admin Rule Section 1501.302 a)3)A)** 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. This can be emailed to Tricia Broughton.

- ***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 \(CIP\)](#) of the Program Approval Manual.

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- ***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. Paper form submission with a new program.

MODIFICATION of a Curriculum: changes to the title, curriculum prefix/number, total credit hours, or CIP code. Electronic submission through ICCIS.

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. Electronic submission through ICCIS.

REACTIVATION of a Curriculum: reinstating a curriculum that was previously active requires a request to do so. Refer to page 65 of the Program Approval Manual for more detailed instructions on submitting a request to reactivate a curriculum.

- ***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.

- ***What requires submission of Course Forms, such as Form 11, 11C, 11D, 12 or 13?***

Paper Form 11s (addition/withdrawal/reuse of a course) and paper Form 12s (modification to an existing course) are not required to be submitted. This information is submitted electronically through ICCIS. All information requested in the paper Form 11, is also requested in the electronic submission through ICCIS. If your institution still requires completion of the paper Form 11 for internal purposes, you may attach it to your ICCIS submission.

Paper Form 11C, 11D, and 11E are Adult Education-specific forms and **MUST BE** attached to the electronic course submission through ICCIS, as is needed for the specific course.

Paper Form 13s (evidence of articulation form) **MUST BE** attached to the electronic course submission through ICCIS for ALL new PCS 1.1 courses, and any PCS 1.2 courses being modified to PCS 1.1. The exception is if the course has an already approved IAI-code, then Form 13 attachments are not required. See also, *When modifying a course from PCS 1.2 to 1.1, is evidence of articulation required?*

- ***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.

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- ***Why do I occasionally receive copies of Forms back with changes made? Or why do I receive a Course/Curriculum request back in ICCIS 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 in ICCIS.

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.

- ***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. See also, What is the difference between inactivation and withdrawal of a program?

- ***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 be reactivated?***

No, not technically. A course can be "Re-used". A request to reuse an existing withdrawn course can be submitted via ICCIS.

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

Withdrawals, inactivations, or modifications of more than **10 courses/programs** can be made using the BULK proposal submission process in ICCIS. Only one type of change can be submitted at a time.

- ***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. You may access this information through your Institutional Research staff, by downloading a master file through ICCIS, or requesting a master file from ICCB at dp@iccb.state.il.us. 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 the ICCB Website at <http://iccbdsrv.iccb.org/generic/genericlookup.cfm> .

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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 do I do if I made a mistake in the information I submitted for a course or program through ICCIS?***

If you realize your error quickly enough, you can contact ICCB Staff and they can make the change prior to the information being saved to the Master File. Check ICCIS for “Approved” proposals. These are pending completion and have not been saved to the Master File. ICCB Staff can make changes to proposals with this status. Once your proposal is “Completed”, the information has been saved to the Master File and extra effort must be made to make the correction. Contact Tricia Broughton to request a correction to a completed proposal.

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

The approval process for all credit-bearing degree and certificate programs is summarized on page 24 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 25. 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.

- ***What is the difference between inactivation and withdrawal of a program?***

Inactivating a program means no new students are being admitted into the program, but it allows you to leave courses attached to it until students can complete their course of study. Withdrawal of a program means no new students are being admitted, all students have completed the program, and all courses are also being withdrawn or re-assigned to another active curriculum.

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- ***When modifying a course from PCS 1.2 to 1.1, is evidence of articulation required?***
Yes. You must either include the IAI-approved code for the course in the course description OR attach three (3) current and signed Form 13s (Articulation forms) to your submission through ICCIS. Current means, signed and dated by the baccalaureate institution within the last five years.
- ***Where can I find what general education courses are required for degree programs?***
General education credit hours are found in Administrative Rules (see *Where can I find how many credit hours of general education are required for programs?*), but how many credit hours or courses are required in each of the academic discipline areas is specified by the Illinois Articulation Initiative. This is referred to as the General Education Common Core (GECC) Curriculum. Specific information for requirements in each academic discipline for baccalaureate/transfer degrees can be found on the i-Transfer Website at <http://itransfer.org/courses/gecc/geccpackage.php> .

There are no specified credit hours or courses required in each of the academic disciplines for CTE programs (i.e. A.A.S. degrees). ICCB Staff recommend that general education coursework should support the CTE content of the curriculum, and if possible provide the benefit of transferability for the student.

- ***How do I request a waiver to the Administrative Rules for courses?***
Waivers to the Administrative Rules to offer a new or existing course in an accelerated format, or to be repeated beyond the allowed limit (3 times) can be requested by providing the following:
 - Waivers to the Admin Rules Section 1501.507 b)10) allowing for an accelerated format should be requested in writing with a letter from the college's CAO to the ICCB Executive Director. The letter should include a rationale for need to offer the course in such format, basic course information (course prefix/#, title, credit hours), a timeframe for the offering, an effective date, and any additional pertinent information helpful in supporting the request. The letter/request can be emailed to Tricia Broughton.
 - Waivers to the Admin Rules Section 1501.309 h) allowing for repeatability beyond the current limit (3 times) for a specific course can be submitted for courses which prepare individuals for training which must be repeated on an annual basis to maintain employment. A request for additional repeatability can be submitted through ICCIS, however, supporting documentation for this request must be attached to the electronic submission. This shall include a letter requesting the additional repeatability, rationale for said request, documentation that students/local employees must complete an annual training through said course to maintain employment, basic course information (course prefix/#, title, credit hours), a timeframe for the offering, an effective date, and any additional pertinent information helpful in supporting the request.

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- ***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 <https://www.iccb.org/iccb/board-information/board-meetings/>
- ***Who do I contact with questions or concerns about ICCIS?***
To request a new user be authorized for your institution, or with questions about specific submissions or errors, contact Tricia Broughton.
- ***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?***
First, retrieve the proof of approval email from ICCIS. If that does not suffice for your purposes, 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.

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