

Establishing a New Concentration within an Existing Degree

A concentration (sub-plan) within an existing degree program (plan) is developed and approved at the campus level and requires approval at the department level, college level, and university level. A concentration does not require approval beyond the Dean of the Division of Academic and Student Affairs (DASA) as the Provost's designee.

The concentration requirements should range between 15 and 26 hours. A concentration should not deviate from the existing degree program by more than 26 hours. Students will receive transcript credit for successful completion of a concentration (the diploma will bear the designation of the parent degree/plan only). A distinct academic SIS code will be assigned to all new concentrations to differentiate them from the parent degree. The program should choose a distinct code in consultation with Registration and Records who can verify that the code has not been previously used.

Required Documentation

Prepare a Memorandum (Curriculum Action Memo) and include in the memo/attachment the following:

- The current title, SIS code, and CIP code of the **parent degree (Plan)**
- Proposed concentration title and suggested SIS code for the concentration (**Subplan**)
- Justification statement for the new concentration that includes:
 - the need for the concentration in terms of otherwise unmet needs and interests of NC State students and potential students
 - the relationship of the concentration to other programs offered by NCSU
 - career opportunities for graduates with the concentration
 - additional justification may be presented as appropriate
- [Consultation statement](#) to include the impact, if any, of the new concentration and course requirements on other departments/programs. Attach consultation correspondence as applicable. A request for consultation should be sent to the Associate Dean for the affected college.
- Proposed implementation date of the concentration
- Matriculation Requirements for a internal transfer students using Change of Degree Application system (CODA).
- Enrollment History and Projections
 - List the number of majors and graduates in the parent degree in each of the past 4 years
 - List the projected enrollment for a 4-year period and explain the basis for the projections
- Budget/Resources
 - Provide estimates of any additional cost required to implement the program and identify the proposed sources of the additional required funds. This should include any additional facilities, equipment, etc.
- Catalog description for the proposed curriculum that may be used for publishing.
- Program objectives
 - Describe the educational objectives for the concentration which may include or overlap the objectives of the parent degree, but must also contain objectives distinct to the concentration.
- [Format A](#) (8-semester display) showing the structure of the program on a semester basis. All pre- and co-requisites for required courses must be included in the curriculum.
- [Format B](#) (List of Requirements) Include any C-wall restrictions on courses and any other requirement detail for the degree audit.
- The printout of the [current 8-semester display](#) for the parent degree.
- Signature page

Approval Process

Upon completion of the above documentation and with the signature of the Head of the department or program, the action should be submitted to your [College Liaison](#) for approval by the College Course and Curriculum Committee and Dean. Upon approval at the college level, the College Liaison will send the action to the Office of Undergraduate Courses and Curricula (OUCC) for placement on the UCCC agenda.

If approved by UCCC, the UCCC Chair and the Dean for Academic Programs & Services (APS) signs and the action is sent to Registration and Records for implementation. If the action is approved pending revision, the UCCC Chair will sign and the UCCC representative from your college will contact the appropriate person(s) to submit the needed revision. Once the revision is received by the OUCC, the action will be signed by the Dean for APS and sent to Registration and Records for implementation.