



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*Mr. George Fouts*  
*Interim President*

20 May 2016

**IMPORTANT INFORMATION**

**MEMORANDUM**

**TO:** Members of the State Board of Community Colleges  
Community College Presidents  
Boards of Trustees Chairs  
Community College Chief Academic Officers, Chief Admissions Officers, Business Officers, Continuing Education Officers, Distance Learning, Chief Financial Officers, Continuing Education Officers, Financial Aid Officers, Student Development Administrators, Public Information Officers, Registrars, & Other Interested Parties

**FROM:** Q. Shanté Martin, *NCCCS General Counsel*

**RE:** **Amendment of 1D Subchapter 300 – “Continuing Education”**

On 20 May 2016, the State Board of Community Colleges voted to amend the following rule:

**1D Subchapter 300 – “Continuing Education.”**

The State Board of Community Colleges amended 1D Subchapter 300 – “Continuing Education” to do the following:

- 1) Provide detailed descriptions of the core programs for Continuing Education: Workforce Continuing Education, Human Resources Development, and Community Service;
- 2) Define the terms “course”, “class”, and “registration;”
- 3) Rewrite the Program Management provision to bring clarity to the following topics: program accountability, faculty qualification, services to minors; and
- 4) Include new rules regarding course standards for Continuing Education course offerings.

**CC16-022**  
**E-mail Copy**

The rule will be effective 1 June 2016. The new rule will be published on the NC Community College System's website, [www.nccommunitycolleges.edu](http://www.nccommunitycolleges.edu), under "State Board Code." For your convenience, a copy of the rule is attached to this memorandum.

**CC16-022**  
**E-mail Copy**

Attachment



**State Board of Community Colleges Code**  
**Title 1 – COMMUNITY COLLEGES**

**CHAPTER D. EDUCATION PROGRAMS**

**SUBCHAPTER 300. CONTINUING EDUCATION**

**1D SBCCC 300.1 Definitions**

- (a) “Continuing Education” – Continuing Education programs provide education and training opportunities for targeted audiences. Courses are non-credit, short-term, and are offered in a variety of instructional delivery modes and locations. For the purpose of this subchapter, “Continuing Education” refers to the following programs: Workforce Continuing Education Training, Human Resources Development, and Community Service.
- (b) “Course” – Refers to the list of approved courses in the Combined Course Library maintained by the North Carolina Community College System Office.
- (c) “Class” - An individual course section or unit of instruction with a specific date and time duration.
- (d) “Register” – To complete the procedure defined by the college to sign up for a course section

*History Note: Authority G.S. 115D-5;*

*Eff. [June 1, 2016](#).*

**1D SBCCC 300.2 Registration**

- (a) Registration. Each college shall maintain an open-door registration process for individuals who are either high school graduates or are at least 18 years of age. Officials of each college shall make student registration determinations.
  - (1) Safety Exceptions. Boards of trustees may adopt policies refusing registration to any individual if it is necessary to protect the health or safety of the individual or other individuals. When making a health and safety determination, colleges may refuse registration to an applicant when there is an articulable, imminent, and significant threat to

the individual or other individuals. Colleges refusing registration on the basis of a health or safety threat shall document the following:

- (A) Detailed facts supporting the rationale for denying registration;
- (B) The time period within which the refusal to register shall be applicable and the supporting rationale for the designated time period; and
- (C) The conditions upon which the individual who is refused registration would be eligible to be registered.

*History Note: Authority G.S. 115D-5;*

*Eff. [June 1, 2016](#).*

### **1D SBCCC 300.3 Program Description**

- (a) Workforce Continuing Education Training. Workforce Continuing Education Training programs are designed to provide instructional opportunities for individuals seeking to gain new or upgrade current job-related skills. Programs can be delivered as a single course or bundled as a series of courses that provide instruction around skill competencies that lead to a recognized credential (licensure, certification, renewal, registry listing) or meets local workforce labor needs.
- (b) Human Resources Development. The Human Resources Development (HRD) program provides skill assessment services, employability skills training, and career development counseling to unemployed and underemployed adults. Each college shall operate a Human Resources Development (HRD) program to provide assessment services, employability training, and career development counseling to unemployed and underemployed individuals. These courses shall address six core components:
  - (1) Assessment of an individual's assets and limitations;
  - (2) Development of a positive self-concept;
  - (3) Development of employability skills;
  - (4) Development of communication skills;
  - (5) Development of problem-solving skills; and
  - (6) Awareness of the impact of information technology in the workplace.

- (c) Community Service. Community Service programs provide courses, seminars, and community activities that contribute to an individual's cultural, civic, and personal growth.

*History Note: Authority G.S. 115D-5;*

*Eff. [June 1, 2016](#).*

#### **1D SBCCC 300.4 Program Management**

##### (a) Program Accountability.

(1) Each college's local board of trustees shall adopt a Continuing Education Internal Program Accountability Plan. At a minimum, the Continuing Education Internal Program Accountability Plan shall define a system of checks and balances to prevent and detect errors or irregularities when reporting hours for FTE purposes and establish a framework for defining program quality and improvement procedures.

(2) The local board of trustees shall review the Continuing Education Internal Program Accountability Plan at least once every three years from the date the local board of trustees adopts the Continuing Education Internal Program Accountability Plan.

(3) A copy of the Continuing Education Internal Program Accountability Plan, including amendments, shall be submitted to the Continuing Education Department at the System Office upon adoption.

(b) Faculty. Colleges shall employ faculty so as to meet Southern Association of Colleges and Schools' criteria and local college policies. All faculty providing instruction in programs with external agency oversight must be a qualified instructor as established by the respective agency or certifying entity.

(c) Services to Minors. For the purposes of this subsection, the word "minor" shall not include minors who have graduated from high school. The major purpose of community colleges is to serve students who have graduated from high school, have obtained a high school equivalency diploma, or are beyond the compulsory age limit of the public school and have left public school. However, a minor may enroll in Continuing Education course sections subject to the following:

(1) Minors Age 16 and 17. A minor, age 16 or 17, may enroll in Continuing Education course sections subject to the following conditions:

- (A) Minors shall not displace adults.
- (B) Minors shall pay the registration fees associated with the course section except for cases where they meet eligibility requirements for a fee waiver.
- (C) If the minor is enrolled in high school, the following restrictions apply:
  - (i) Colleges shall not designate Continuing Education course sections taken by the high school student to provide partial or full credit towards meeting high school graduation requirements.
  - (ii) Colleges shall not offer Continuing Education course sections that are specifically scheduled for high school students except:
    - (I) Continuing Education course sections that maintain 90% (ninety percent) of instructional hours within the summer reporting term as defined in 1G SBCCC 200.99(a)(1)(B).
    - (II) Self-supporting courses which may be provided during any reporting term.
- (2) Minors Less than Age 16. A minor less than 16 years old may enroll in Continuing Education course sections subject to the following conditions:
  - (A) Minors less than 16 years old may enroll in self-supporting safe driving course sections during any reporting term.
  - (B) A college may provide classes for minors less than 16 years old only during the summer reporting term. These classes must be self-supporting and may not be designated by the college to provide partial or full credit towards meeting high school graduation requirements.
- (d) Juvenile Justice. Colleges may provide Continuing Education course sections to juveniles of any age who are committed to the Division of Juvenile Justice of the Department of Public Safety, if the juvenile is otherwise qualified for registration in the Continuing Education class and has the approval of the Director of the Youth Development Center to which the juvenile is assigned.
- (e) Once enrolled, minors shall be treated the same as all other students.

*History Note: Authority G.S. 115D-5; G.S. 115D-20(4)(b);*

*Eff. [June 1, 2016](#).*

**1D SBCCC 300.5 Course Standards**

- (a) Master Course Schedule. Colleges shall maintain a master schedule, including days, time, and location for all Continuing Education class offerings, including the physical address to off-campus class locations.
  - (b) Course Approval Process. The provisions for the course approval process for Continuing Education courses follow:
    - (1) Colleges seeking to add a new course to the Combined Course Library or seeking to modify an existing course shall submit a new course or modification request to the North Carolina Community College System Office. The North Carolina Community College System Office shall maintain new course or modification request forms and guidance documents and make them available to colleges upon request.
    - (2) The Continuing Education Leadership Committee, comprised of a rotating slate of Continuing Education senior administrators from local colleges, will review all requests for new courses or course modifications. The Continuing Education Leadership Committee shall recommend approval of the new course or approval of the modification if all of the following conditions are met.
      - (A) All requests for new courses and course modifications must meet the definition of continuing education as defined in 1D SBCCC 300.1(a).
      - (B) All requests for new courses and course modifications must demonstrate workforce need with local and state labor market data.
      - (C) New course requests shall not duplicate the scope of the description of existing Combined Course Library courses.
- For requests that comply with 1D SBCCC 300.5(b)(2)(A)–(C), the Continuing Education Leadership Committee shall submit its recommendation to the Workforce Continuing Education staff at the North Carolina Community College System Office with a copy to the requesting college, and the Workforce Continuing Education staff shall submit the recommendation to the State Board of Community Colleges for final approval.
- (3) Once a course is approved and placed in the Combined Course Library, colleges do not have to seek additional approval from the North Carolina Community College System Office to offer the course as long as the course meets the standards set forth in this Subchapter.

- (c) **Course Standards.** All Continuing Education course sections shall be based on courses maintained in the Combined Course Library. The course standards for Continuing Education local course offerings follow:
- (1) **Course Title.** A college may use a local course title to clarify the instructional content, instructional methodology, and target audience.
  - (2) **Course Description.** A college may use a local course description to clarify the instructional content, instructional methodology, and target audience as long as the content of the course falls within the scope of the State Board approved course description listed in the Combined Course Library.
  - (3) **Scheduled Hours.** Colleges shall not schedule hours that exceed the maximum approved hours for instruction for the specific course within the Combined Course Library.
- (d) **Continuing Education Units.** One Continuing Education Unit (CEU) is equal to ten contact hours of participation in class.
- (e) **Course Articulation.** In accordance with criteria set forth by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and local college policies, a college may award academic credit for course work taken on a noncredit basis only when there is documentation that the noncredit course work is equivalent to a college designated credit experience as determined by the college.

*History Note: Authority G.S. 115D-5;*

*Eff. [June 1, 2016](#).*

## **1D SBCCC 300.6 Instructional Service Agreements**

### **(a) Level One Instructional Service Agreement.**

- (1) A college may offer continuing education courses in an area assigned to another college by providing a written, level one instructional service agreement under the following conditions:
    - (A) Resources are solely provided by the college requesting permission to enter into another college's service area; and
    - (B) The requesting college does not share the FTE with the other college(s).
- For the purposes of this rule, “an area assigned to another college” shall include an online class that is set up to specifically target students in another college’s service area.

- (2) The level one instructional service agreement shall:
- (A) Be approved by each local board of trustees unless the board has delegated authority to the president to enter into level one instructional service agreements:
  - (B) Be signed by the presidents of each participating college;
  - (C) Specify the course(s) or program(s) to be delivered into the other college's service area;
  - (D) Specify the plan for delivery of the instruction;
  - (E) Specify the conditions and time frame for termination of the agreement; and
  - (F) Be maintained on file at all colleges involved for compliance review purposes.

(b) Level Two Instructional Service Agreement.

- (1) Two or more colleges may jointly offer continuing education courses by providing a written, level two instructional service agreement under the following conditions:
- (A) Resources are shared between the participating colleges; and
  - (B) FTE may be shared between the participating colleges.
- (2) The level two instructional service agreement shall:
- (A) Be approved by each local board of trustees unless the board has delegated authority to the president to enter into level two instructional service agreements;
  - (B) Be signed by the president of each participating college;
  - (C) Specify the course(s) to be delivered to the other college's service area;
  - (D) Specify the plan for delivery of the instruction;
  - (E) Specify the proration of resources and FTE allocated for each college;
  - (F) Specify the conditions and time frame for termination of the agreement;
  - (G) Be filed with the System Office President prior to implementation of the course(s); and
  - (H) Be maintained on file at all colleges involved for compliance review purposes.

*History Note: Authority G.S. 115D-5; S.L. 1993, 2nd session, c. 769, p. 18, s. 18; S.L. 1995, c. 625;*

*Temporary Adoption Eff. October 31, 1994, for a period of 180 days or until the permanent rule becomes effective, whichever is sooner;*

*Eff. May 1, 1995;*

*Temporary Amendment Eff. June 1, 1997;*

*Amended Eff. [June 1, 2016](#); [November 1, 2014](#); August 1, 2004; July 1, 1998.*

**1D SBCCC 300.94 Faculty**

REPEALED by the State Board of Community Colleges, eff. 1 June 2016.

*History Note: Authority G.S. 115D-5.*

*Eff. February 1, 1976;*

*Amended Eff. March 1, 2007; July 1, 1998; September 1, 1993; August 17, 1981;*

*September 30, 1977;*

*Repealed Eff. [June 1, 2016](#).*

**1D SBCCC 300.95 Human Resources Development Program Continuation**

REPEALED by the State Board of Community Colleges, eff. 1 June 2016.

*History Note: Authority G.S. 115D 5;*

*Eff. November 1, 2005;*

*Repealed Eff. [June 1, 2016](#).*

**1D SBCCC 300.96 Continuing Education Program Management**

REPEALED by the State Board of Community Colleges, eff. 1 June 2016.

*History Note: Authority G.S. 115D-1; 115D-5;*

*Eff. September 1, 1988;*

*Amended Eff. September 1, 1993;*

*Repealed Eff. [June 1, 2016](#).*

**1D SBCCC 300.97 Instructional Service Agreements**

RECODIFIED at 1D SBCCC 300.6.

*History Note: Recodified Eff. [June 1, 2016](#).*

**1D SBCCC 300.98 Courses and Standards**

REPEALED by the State Board of Community Colleges, eff. [1 June 2016](#).

**1D SBCCC 300.99 Education Services for Minors**

REPEALED by the State Board of Community Colleges, eff. 1 June 2016.

*History Note: Authority G.S. 115D-1; 115D-5; 115D-20; S.L. 1995, c. 625; S.L. 2009-451, s. 7.10(j);  
Eff. January 1, 1987;  
Amended Eff. September 1, 1993;  
Temporary Amendment Eff. June 1, 1997;  
Amended Eff. July 1, 1998;  
Temporary Amendment Eff. August 22, 2001;  
Amended Eff. April 1, 2010, April 1, 2003;  
Repealed Eff. [June 1, 2016](#).*