



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Jennifer Haygood

Acting President

23 October 2017

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, Basic Skills Directors, Business Officers, Continuing Education Officers, Customized Training Directors, Distance Learning, Chief Financial Officers, Financial Aid Officers, Planners, Public Information Officers, Registrars, Student Development Administrators, & Other Interested Parties
- FROM:** Q. Shanté Martin, *NCCCS General Counsel*
- RE:** **Amendment of 1D SBCCC Subchapter 400 – “Curriculum”**

On 20 October 2017, the State Board of Community Colleges voted to amend **1D SBCCC Subchapter 400 – “Curriculum”** to incorporate rules for Career and College Promise pursuant to Session Law 2011-145. The amendment also incorporates the addition of new degrees (Associate of Engineering, Associate in Fine Arts (AFA) in Music, AFA in Theatre, AFA in Visual Arts, Associate in General Education in Nursing) approved by the State Board of Community Colleges. In addition, rules are incorporated for the Curriculum Program Application Process approved in 2012. The updates are provided to reflect provisions approved under the 2014 Comprehensive Articulation Agreement and approved for Work Based Learning by the State Board of Community Colleges in 2013.

The rules will be effective 1 November 2017. The new rules will be published on the NC Community College System's website, www.nccommunitycolleges.edu, under "State Board Code." For your convenience, a copy of the rules is attached to this memorandum.

**CC17-050
E-mail Copy**

Attachment



**STATE BOARD OF COMMUNITY COLLEGES CODE
TITLE 1 – COMMUNITY COLLEGES**

CHAPTER D. EDUCATION PROGRAMS

SUBCHAPTER 400. CURRICULUM

1D SBCCC 400.1 Curriculum Definitions

The following terms shall have the following meanings throughout this Title.

- (a) **Archived Course:** A curriculum course that is archived from the Combined Course Library will be given an end term date and permanently stored in the Combined Course Library database. The course may no longer be offered by a college or be included in a proposed program of study. The course prefix and number of an archived course remain intact and may not be used for any other course.
- (b) **Contact Hour:** The actual time of student attendance in a class or lab.
- (c) **Credit Hours:**
 - (1) **Class:** Credit of one semester hour is awarded for each 16 hours of lecture and other instruction provided in a class under the supervision of an instructor.
 - (2) **Clinical Practice:** Credit of one semester hour is awarded for each 48 hours of clinical practice. Clinical practice provides an opportunity for health science students to apply knowledge and skills in their delivery of care in a health care setting. A qualified faculty member, clinical instructor, or preceptor, as defined by the program related approving or accrediting body, shall supervise clinical practice to provide the student with learning experiences related to the program and to monitor and assess the student's application of skills. Clinical practice may utilize experiences that simulate realistic clinical experiences to meet the curriculum and course objectives. The percentage of simulation experiences substituting for traditional clinical practice and the qualifications of faculty providing the simulation experience must comply with the guidelines of the applicable health science accrediting and approving bodies.

- (3) Experiential Laboratory: Credit of one semester hour is awarded for each 32 hours of "experiential laboratory work." Experiential laboratory work means instruction given to a student by an instructor to increase the student's knowledge and skills without immediate student application.
- (4) Faculty Directed Laboratory: Credit of one semester hour is awarded for each 48 hours of "faculty directed laboratory." Faculty directed laboratory means instructional activities are demonstrated or conducted by an instructor with immediate student application.
- (5) Work-Based Learning: Credit of one semester hour is awarded for each 160 hours of work-based learning (WBL curriculum prefix courses). Work-based learning is the development of job skills by providing the student with employment that is directly related to the educational program, and coordinated by a college representative.

History Note: Authority G.S. 115D-5; 115D-54; S.L. 1995, c. 625;

Eff. [November 1, 2017](#).

1D SBCCC 400.2 Admission to Colleges

- (a) Each college shall maintain an open-door admission policy to all applicants who are legal residents of the United States and who are either high school graduates or are at least 18 years of age. Community colleges shall not solicit or use information regarding the accreditation of a secondary school located in North Carolina that a person attended as a factor affecting admission to the college or to any program of study, loans, scholarships, or other educational activity at the community college, unless the accreditation was conducted by a State agency. For purposes of this Section, the term "accreditation" shall include certification or any other similar approval process. Officials of each college shall perform student admission processing and placement determinations. Admission requirements for an emancipated minor shall be the same as for an applicant 18 years old or older. Provisions with respect to admission of minors are set forth in 1D SBCCC 200.95 and 1D SBCCC 300.4.

- (b) For the purposes of this Section, "undocumented immigrant" means any immigrant who is not lawfully present in the United States. Community colleges shall admit undocumented immigrants under the following conditions:
- (1) Community colleges shall admit an undocumented immigrant only if he or she attended and graduated from a United States public high school, private high school, or home school that operates in compliance with State or local law;
 - (2) When determining who is an undocumented immigrant, community colleges shall use federal immigration classifications;
 - (3) Undocumented immigrants admitted under Subparagraph (b)(1) of this Rule shall comply with all federal and state laws concerning financial aid;
 - (4) An undocumented immigrant admitted under Subparagraph (b)(1) of this Rule shall not be considered a North Carolina resident for tuition purposes. Colleges shall charge all undocumented immigrants admitted under Subparagraph (b)(1) of this Rule out-of-state tuition whether or not the undocumented immigrant resides in North Carolina;
 - (5) When considering whether to admit an undocumented immigrant into a specific program of study, community colleges shall take into account that federal law prohibits states from granting professional licenses to undocumented immigrants; and
 - (6) Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.
- (c) Boards of trustees may adopt policies regulating admission and graduation of students enrolled in courses mandated under G.S. 17C, North Carolina Criminal Justice Education and Training Standards Commission, or G.S. 17E, North Carolina Sheriffs' Education and Training Standards Commission. These policies may limit enrollment to law enforcement officers or persons sponsored by law enforcement agencies and may require a student to maintain sponsorship by a law enforcement agency until completion of the program. Policies adopted pursuant to this Paragraph shall be published and made available to students and prospective students.

- (d) Any college suspending or expelling a student for non-academic disciplinary purposes shall record the suspension or expulsion in the student's educational record. Upon receipt of a written request signed by the student and subject to all applicable privacy laws, each college shall, in accordance with the student's request, inform other colleges and universities of the term and circumstances of the student's non-academic disciplinary suspension or expulsion, if any. Boards of trustees may adopt policies refusing admission to any applicant during any period of time that the student is suspended or expelled from any other educational entity.
- (e) Boards of trustees may adopt policies refusing admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. When making a safety determination, colleges may refuse admission to an applicant when there is an articulable, imminent, and significant threat to the applicant or other individuals. Colleges refusing admission on the basis of a safety threat shall document the following:
- (1) Detailed facts supporting the rationale for denying admission;
 - (2) The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period; and
 - (3) The conditions upon which the applicant that is refused would be eligible to be admitted.
- (f) Boards of trustees shall implement an appeals process for applicants denied admission pursuant to either Subsection (e) or denied enrollment pursuant to Subsection (h) of this Section.
- (g) Boards of trustees may adopt policies refusing admission to any applicant who is not a resident of North Carolina who seeks enrollment in any distance education course only if that applicant resides in a State where the college is not authorized to provide distance education in that State.
- (h) Except for courses governed by subsection (c) above, if a community college has a program or develops a program that requires students to possess a firearm, that board of trustees shall adopt local policies requiring proof of eligibility to possess firearms to be enrolled in such program. For the purposes of this Section, "firearms" shall have

the same definition as G.S. 14-409.39(2). For the purposes of this Section, proof of eligibility shall include:

- (1) Any current, valid State-issued permit to purchase a firearm;
- (2) A current, valid State-issued concealed carry permit from North Carolina;
- (3) A current, valid State-issued concealed carry permit from a state with a reciprocal concealed carry agreement with North Carolina;
- (4) Proof of an exemption from permit requirements pursuant to G.S. 14-415.25; or
- (5) A background check that is determined by the college. The sole purpose of the background check shall be to determine whether an applicant can lawfully possess a firearm in North Carolina pursuant to G.S. 14-269.8, G.S. 14-404(c), G.S. 14-415.1, G.S. 14-415.3, and G.S. 14-415.25.

History Note: Authority G.S. 115D-1; 115D-5; 115D-20;

Eff. February 1, 1976;

*Amended Eff. [November 1, 2017](#); [March 1, 2016](#); [November 1, 2014](#);
July 10, 2010; January 1, 2006; January 1, 1996; September 1, 1993;
January 1, 1987; May 1, 1982.*

1D SBCCC 400.3 Program Classification

The following definitions are used for classifying the curriculum programs offered in the North Carolina Community College System.

- (a) Curriculum Programs: A curriculum program is an organized sequence of courses leading to an associate degree, a diploma, or a certificate. Curriculum programs are designed to provide education, training, or retraining for the work force, transfer to four-year colleges and universities, or to confer general liberal arts degrees.
- (1) Certificate programs lead to employment or provide skills upgrading or retraining for individuals already in the workforce. A certificate program may be a stand-alone curriculum program title, or a college may award a certificate under the college's associate degree or diploma curriculum program for a series of courses taken from the program of study.

- (2) Diploma programs provide entry-level employment training. A diploma program may be a stand-alone curriculum program title, or a college may award a diploma under the college's associate in applied science degree curriculum program for a series of courses taken from the program of study and structured so that a student may complete additional non-duplicative coursework to receive an associate in applied science degree.
- (3) Associate degree programs are planned programs of study culminating in an associate in applied science, associate in arts, associate in science, associate in engineering, associate in fine arts in music, theatre, and visual arts, associate in general education or associate in general education nursing degree.
- (A) The associate in applied science degree programs are designed to prepare individuals for employment. These programs involve the application of scientific principles in research, design, development, production, distribution, or service.
- (B) The associate in arts and associate in science degrees are designed to prepare students for transfer at the junior level to four-year colleges and universities under the Comprehensive Articulation Agreement.
- (C) The associate in engineering degree is designed to prepare students for transfer to meet the prerequisite requirements of the University of North Carolina engineering programs. The Associate in Engineering to Bachelor of Science in Engineering Uniform Articulation Agreement establishes the procedures governing the transfer of credits for students who graduate from North Carolina Community College associate in engineering programs and apply to bachelor of science engineering programs at constituent institutions of The University of North Carolina.
- (D) The associate in fine arts in music and the associate in fine arts in theatre degree programs are designed to prepare students for fine arts careers or for transfer to a four-year institution under bilateral articulation agreements.
- (E) The associate in fine arts in visual arts degree program is designed to prepare students for fine arts careers or for transfer to a four-year institution. The Uniform Articulation Agreement Between the University of North Carolina

Baccalaureate of Fine Arts Programs and North Carolina Community College System Associate in Fine Arts in Visual Arts Programs establishes the procedures governing the transfer of credits for students who graduate from North Carolina Community College associate in fine arts in visual arts programs and apply to bachelor of fine arts programs at constituent institutions of The University of North Carolina.

(F) The associate in general education degree programs are designed for students who desire a general, liberal arts education that will prepare them for advancements within their field of interest.

(G) The associate in general education nursing degree is designed to prepare students for transfer through the Uniform Articulation Agreement between the University of North Carolina's Registered Nurse to Bachelor of Science in Nursing programs and the North Carolina Community College Associate Degree Nursing Programs. This uniform articulation agreement establishes the procedures governing the transfer of credits for students who graduate from the North Carolina Community College associate in general education nursing degree and the associate in applied science in nursing and apply to bachelor of science in nursing programs at constituent institutions of The University of North Carolina.

(b) Developmental Education: Developmental Education consists of courses and support services that include diagnostic assessment and placement, tutoring, advising, math and writing assistance. These programs are designed to address academic preparedness, development of general learning strategies, and barriers to learning. Developmental courses do not earn credit toward a degree, diploma, or certificate.

*History Note: Authority G.S. 115D-1; 115D-2; 115D-5; S.L. 1995, c. 625; S.L. 2001, c. 424, s. 30.3(b), (e);
Eff. February 1, 1976;
Readopted Eff. January 24, 1978;
Amended Eff. September 1, 1993; September 1, 1982; August 17, 1981;
Temporary Amendment Eff. June 1, 1997;*

Amended Eff. July 1, 1998;

Temporary Amendment Eff. October 4, 2001;

Amended Eff. [November 1, 2017](#); June 1, 2009; April 1, 2003.

1D SBCCC 400.4 Faculty

- (a) Colleges shall employ faculty members that meet the Southern Association of Colleges and Schools Commission on Colleges' criteria.
- (b) All faculty providing instruction in programs with external agency oversight must be qualified as established by the respective agency or certifying entity.
- (c) Colleges shall determine appropriate teaching and non-teaching loads for faculty.

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

Eff. February 1, 1976;

Amended Eff. [November 1, 2017](#); March 1, 2007; July 1, 1998;

September 1, 1993; August 17, 1981; September 30, 1977.

1D SBCCC 400.5 Curriculum Instructional Contract Provisions

- (a) Any curriculum contract entered into by the local board of trustees of a college for the purpose of providing a curriculum course or a curriculum program through other public or private organizations or institutions shall meet the following general criteria:
 - (1) Colleges shall enter into a contract consistent with the requirements of the local board of trustees, the public or private organizations or institutions being contracted with and the State Board of Community Colleges' criteria.
 - (2) The contract shall be limited to and not exceed the fiscal year in which the contract begins.
 - (3) The provisions for payment under contract shall not exceed the usual and customary costs associated with the contracted instruction.
 - (4) The contract shall provide that the college personnel shall have the right to supervise the educational program offered by the public or private organizations or institutions to the extent necessary to ensure the quality of the instructional program.

- (5) The contract shall provide that the college, the North Carolina Community College System Office, and the State Auditor shall have access to the records of the public or private organizations or institutions to the extent necessary to ascertain the accuracy of such records and shall authorize the North Carolina Community College System Office to obtain such fiscal accounting reports as are necessary in carrying out the terms of the contract.
 - (6) A curriculum program or a curriculum course taught under contract shall be limited to programs or courses the college has been authorized to offer by the State Board of Community Colleges.
 - (7) The contract shall stipulate that students taught under the terms of the contract shall pay the same fees charged other students in similar programs in the college, which fees shall be deposited in like manner as other fees.
 - (8) No tuition or fee charges shall be collected by the public or private organizations or institutions from students taught under such contracts unless specified by the contract.
 - (9) The chairman of the board of trustees, president of the college and the president or owner of the public or private organization or institution shall sign the contract upon authority of the full board of trustees. The contract shall contain original signatures.
- (b) Approval Procedure. When approved by the local board of trustees and the public or private organizations or institutions, the contract document shall be submitted to the President of the North Carolina Community College System who is authorized to approve the college's budget for the contracted instructional services if the requirements in Paragraphs (a), (b), and (c) of this Rule have been met.
- (c) The following provisions shall apply specifically to curriculum contracts with a proprietary or private non-profit institution:
- (1) The proprietary or private non-profit institution with which the contract is made shall be licensed as required by the General Statutes of North Carolina and shall provide proof that the institution has maintained the licensure for a minimum of two years to offer the instruction desired.

- (2) If federal funds are to be used to pay for instruction provided under the conditions of the contract, the proprietary or private non-profit institution shall meet the definition of the private vocational training institution pursuant to Title 34, Section 400.4(b) of the Code of Federal Regulations.
- (3) The chief executive officer of the proprietary or private non-profit institution, or designated agent, shall sign a certification statement that the program in question, facility, or contract for services to students will be open without regard to race, age, color, creed, gender, religion, national origin, political affiliation, or disability.
- (4) Public or private colleges or universities shall be licensed as required by the General Statutes of North Carolina to offer the instruction desired if entering into a contract to provide instructional services with the board of trustees of a college.
- (d) Unless otherwise specified, colleges shall earn reimbursement on the regular formula budget for student membership hours generated by instruction under contract. Also, note 1G SBCCC 100.99 which addresses contracted instruction offered primarily in the non-credit, occupational extension area.
- (e) The provisions of 1D SBCCC 400.5 do not apply to contracts between a college and its individual instructors.

History Note: Filed as a Temporary Amendment Eff. October 15, 1992 for a period of 180 days to expire on April 15, 1993;
Authority G.S. 115D-1 through 115D-5; 115D-18; 115D-20(6); P.L. 88-352;
P.L. 98-524;
Eff. February 1, 1976;
Amended Eff. September 30, 1977;
Readopted Eff. January 5, 1978;
Amended Eff. [November 1, 2017](#); September 1, 1993; January 1, 1989;
August 17, 1981; July 1, 1980.

1D SBCCC 400.6 Curriculum Program Approvals and Terminations

(a) Curriculum Program Approvals. Community colleges shall issue degrees, diplomas, and certificates to individuals who satisfactorily complete course and program requirements.

(1) The approval of a college to award the associate degree, diploma, or certificate shall be by individual curriculum program title. The State Board shall grant a college the approval to award the associate in applied science degree, diploma, or certificate when the college has provided the following:

(A) Evidence that the program will provide graduates with opportunities for employment;

(B) Local board of trustees' signed certification of the following:

(i) The program will enhance the workforce of North Carolina;

(ii) The program will provide educational and training opportunities consistent with the mission of the college, and will not duplicate the opportunities currently offered;

(iii) The college has assessed the need for the program and the resources required to maintain a viable program;

(iv) The college can operate the program efficiently and effectively within the resources available to the college; and

(v) The college shall provide an Accountability Report consistent with 1D SBCCC 400.6(a)(1)(J) to the State Board of Community Colleges three years after implementation of the program;

(C) Program of study which is in compliance with the curriculum standard of the proposed program;

(D) Local Board of Trustee meeting minutes documenting discussion and approval of addition of the program;

(E) Notification to all colleges of intent to apply for the program;

(F) Impact assessment of program addition;

(G) Resolution of any negative impact assessments from colleges approved to offer the same or similar programs in a contiguous service area or any colleges with the same or similar programs which contain a clinical site;

- (H) The application signed by the college president and the chairman of the college's board of trustees upon authority of the full board of trustees.
 - (I) The President of the North Carolina Community College System shall recommend action on the college's curriculum program application to the State Board of Community Colleges.
 - (J) An Accountability Report documenting student enrollment, completion rates, employment and program outlook shall be provided to the State Board of Community Colleges three years after implementation of the program.
- (2) The State Board shall grant a college the approval to award the Associate in Engineering program when a college has provided the following:
- (A) Local Board of Trustees' signed certification that:
 - (i) The program will enhance the workforce of North Carolina;
 - (ii) The program will provide educational and training opportunities consistent with the mission of the college;
 - (iii) The college has assessed the need for the program and the facilities and resources required to maintain a viable program and can operate the program efficiently and effectively within the resources available to the college;
 - (iv) The college has evidence of sufficient student demand to offer the program; and
 - (v) The college will provide master's credentialed faculty for each course provided under the Associate in Engineering degree.
 - (B) Program of study which is in compliance with the Associate in Engineering curriculum standard.
 - (C) Local Board of Trustee meeting minutes documenting discussion and approval of addition of the Associate in Engineering degree.
- (3) Colleges shall obtain approval from the President of the North Carolina Community College System to add an associate in arts, associate in science, and associate in fine arts degrees, associate in general education, associate in general education nursing, health science: therapeutic and diagnostic services program majors, and the general occupational technology curriculum programs.

- (4) The State Board delegates to the President of the North Carolina Community College System the authority to grant a college the approval to award the associate degree, diploma, or certificate for program titles that have been approved for this delegation by the State Board of Community Colleges based upon a widespread immediate need for the job training and minimal impact upon other colleges.
- (5) The State Board delegates to the President of the North Carolina Community College System the authority to grant a college the approval to award a curriculum program which is classified as a concentration if the applying college already has approval to offer the parent program.
- (b) Curriculum Program Terminations. The college shall terminate a curriculum program when there has been no enrollment for two consecutive years or if the college has not offered the program or has not had enrollment in the program within two years of the date the program was approved by the State Board of Community Colleges. A college may request a one-year extension of a curriculum program upon justification of the potential for employment opportunities and student enrollment. Each college planning to terminate a curriculum program shall inform the President of the North Carolina Community College System by submitting a termination notice. The President of the North Carolina Community College System shall have the program removed from the college's program approval list. Program terminations shall be reported to the State Board of Community Colleges a minimum of twice a year.

History Note: Authority G.S. 115D-5; 115D-20(6); S.L. 1995, c. 625;

Eff. February 1, 1976;

Readopted January 5, 1978;

*Amended Eff. September 1, 1993; January 1, 1988; August 17, 1981;
July 1, 1979;*

Temporary Amendment Eff. June 1, 1997;

Amended Eff. [November 1, 2017](#); August 1, 2004; July 1, 1998.

1D SBCCC 400.7 Instructional Service Agreements

(a) Level One Instructional Service Agreement.

(1) A college may offer curriculum 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 audit purposes.

(b) Level Two Instructional Service Agreement.

(1) Two or more colleges may jointly offer curriculum courses by providing a written, level two instructional service agreement under the following conditions:

(A) Resources are shared between the participating colleges;

(B) Colleges contributing resources towards instruction may share FTE;

(C) One or more of the participating colleges is approved to offer the curriculum course(s) in an approved program of study; and

(D) A curriculum certificate, diploma or degree is not awarded.

(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 President of the North Carolina Community College System or the System President's designee prior to implementation of the course(s); and
 - (H) Be maintained on file at all colleges involved for audit purposes.
- (c) Level Three Instructional Service Agreement.
- (1) Two or more colleges may jointly offer a curriculum program by providing a written, level three instructional service agreement under the following conditions:
 - (A) Resources are shared between the participating colleges;
 - (B) Colleges contributing resources towards instruction may share FTE;
 - (C) One or more of the colleges participating is approved by the State Board of Community Colleges to offer the curriculum program; and
 - (D) A curriculum certificate, diploma or associate degree is awarded.
 - (2) The level three instructional service agreement shall:
 - (A) Be approved by each participating board of trustees;
 - (B) Be signed by the board of trustees' chair of each participating college;
 - (C) Be signed by the president of each participating college;
 - (D) Specify the program to be shared;
 - (E) Specify the plan for delivery of the program;
 - (F) Specify the proration of resources or FTE allocated for each college;
 - (G) Specify the conditions and time frame for termination of the agreement;
 - (H) Certify that appropriate and adequate resources are available between participating colleges. Where feasible, joint utilization of physical facilities, equipment, materials, and instructional faculty shall be considered;

- (I) Certify that the curriculum program meets the standards of the appropriate accrediting agency or licensing authority;
 - (J) Specify which college will grant the award;
 - (K) Specify that only the college providing the instruction will record the letter grade on the student transcript;
 - (L) Specify that any participating college(s) that does not have approval of the State Board of Community Colleges for the program will not award a certificate, diploma or associate degree under the authority of the approved level three instructional service agreement.
 - (M) Be signed by the President of the North Carolina Community College System prior to implementation of the program; and
 - (N) Be maintained on file at each participating college for audit purposes.
- (3) Notification of termination of a level three agreement shall be signed by the president of each participating college and shall be sent to the System Office President by the college that grants the award, prior to the effective termination date.
- (d) The delivery of curriculum courses or programs delivered into another college's service area via non-traditional delivery as defined in 1G SBCCC 200.93(e)(1) does not require an instructional service agreement.
- (e) A college may not delegate curriculum program approval to another college. The State Board of Community Colleges grants program approval using criteria set forth in 1D SBCCC 400.6.

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. [November 1, 2017](#); [November 1, 2014](#); August 1, 2004;
July 1, 1998.

1D SBCCC 400.8 Courses for Curriculum Programs

- (a) The Combined Course Library shall contain the following elements for all curriculum program credit courses approved for the North Carolina Community College System:
- (1) Course prefix;
 - (2) Course number;
 - (3) Course title;
 - (4) Classroom hours and laboratory, clinical, and work-based learning contact hours, if applicable;
 - (5) Credit hours;
 - (6) Prerequisites and corequisites, if applicable;
 - (7) Course description consisting of three sentences; and
 - (8) Tier Funding classification.
- (b) The numbering system for curriculum courses within the Combined Course Library is as follows:
- (1) The numbers 010-099 shall be assigned to developmental courses.
 - (2) The numbers 001-009 shall be assigned to supplemental courses. Supplemental courses provide supplemental skills to a specific corequisite course or customized developmental course delivery. These courses do not earn credit toward a certificate, diploma or degree.
 - (3) The numbers 100-109 and 200-209 shall be assigned to certificate and diploma level curriculum courses. These courses shall not be included in associate degree programs.
 - (4) The numbers 110-189 and 210-289 shall be assigned to associate degree level courses. These courses may also be included in certificate and diploma programs.
 - (5) The numbers 190-199 and 290-299 shall be assigned to seminar or selected topic courses that may be offered for a single term and which courses offer content not found in existing courses. To offer the course content after the initial term, the Curriculum Review Committee shall approve the course for inclusion in the Combined Course Library.

- (c) A college shall use the course information (prefix; number; title; classroom, laboratory, clinical, and work-based learning contact hours; credit hours; prerequisites and corequisites; and course description) as listed in the Combined Course Library.
- (d) A college may add a fourth sentence to the course description to clarify instructional content or instructional methodology.
- (e) A college is responsible for ensuring that students have satisfied requisite course requirements by documenting that they have either completed the appropriate courses or have demonstrated that they have the appropriate knowledge and skills required for admission to the courses as determined by the college.
- (f) A college may establish a local policy for waiving requisite requirements for individual students.
- (g) A college may divide courses into incremental units for greater flexibility in providing instruction to part-time students or to provide shorter units of study for abbreviated calendars. Each of the following criteria applies to courses divided into incremental units:
 - (1) A course may be divided into two or three units that are designated with an additional suffix following the course prefix and number;
 - (2) The units shall equal the entire course of instruction, without omitting any competencies;
 - (3) The combined contact and credit hours for the units shall equal the contact and credit hours for the course;
 - (4) If the course is a prerequisite to another course, the student shall complete all component parts before enrolling in the next course; and
 - (5) If the course is a corequisite to another course, the student shall take the corequisite course before or in conjunction with the prospective course.
- (h) The North Carolina Community College System Office shall appoint a Curriculum Review Committee of representatives from Chief Academic Officers and community college presidents. The Curriculum Review Committee shall have the authority to do the following:
 - (1) To approve and maintain curriculum courses in the Combined Course Library;

- (2) To determine whether a curriculum course may meet a general education designation for certificates, diplomas and associate in applied science programs using the then current criteria established by the Southern Association of Colleges and Schools Commission on Colleges and listed in The Principles of Accreditation: Foundations for Quality Enhancement.
 - (3) To archive curriculum courses that have not been offered by any community college for three consecutive years.
- (i) The North Carolina Community College System and The University of North Carolina shall appoint a Transfer Advisory Committee of representatives from North Carolina community colleges and The University of North Carolina. The Transfer Advisory Committee shall have the authority to do the following in regards to curriculum courses:
- (1) To determine whether a curriculum course may meet a general education designation for Associate in Arts and Associate in Science degrees using the then current criteria established by the Southern Association of Colleges and Schools Commission on Colleges and listed in The Principles of Accreditation: Foundations for Quality Enhancement.
 - (2) To determine whether a curriculum course may meet a universal general education transfer component designation using the following standards:
 - (A) Then current criteria established by the Southern Association of College and Schools Commission on Colleges and listed in The Principles of Accreditation: Foundations for Quality Enhancement; and
 - (B) General education equivalency at all sixteen constituent institutions of The University of North Carolina.
 - (3) To determine whether a curriculum course may meet a premajor/elective designation for Associate in Arts and Associate in Science degrees using the following standards:
 - (A) Focus on skills, techniques, and procedures specific to the student's occupation or profession;
 - (B) Similar in intended outcomes and competencies, and so, transferable between institutions.

- (j) When a student receives credit for a Combined Course Library curriculum course, this credit shall be transferable to any college in the North Carolina Community College System.

History Note: Authority G.S. 115D-5; S.L. 1995, c. 625;

Temporary Adoption Eff. June 1, 1997;

Eff. July 1, 1998;

Amended Eff. [November 1, 2017](#); June 1, 2009; July 1, 2007; October 1, 2006; December 1, 2004; August 15, 2004.

1D SBCCC 400.98 Articulation

REPEALED by the State Board of Community Colleges, eff. 1 November 2017.

History Note: Authority G.S. 115D-2.1; 115D-3; 115D-5; S.L. 1995, c. 625;

Eff. February 1, 1976;

Readopted Eff. January 5, 1978;

Amended Eff. September 1, 1993; December 1, 1984;

Temporary Amendment Eff. June 1, 1997;

Amended Eff. July 1, 1998.

Repeal Eff. [November 1, 2017](#).

1D SBCCC 400.9 Curriculum Standards

- (a) Curriculum Standard. A curriculum standard is a document provided for each curriculum program which lists the required program description, code, courses, range of hours and allowable curriculum course prefixes. Curriculum standards shall not be duplicative of each other, must be in alignment with criteria outlined in 1D SBCCC 400.10 (e) and must be approved by the State Board of Community Colleges. Curriculum standards are maintained by the North Carolina Community College System Office and are located on their website.
- (b) Revised Curriculum Standard. A revision of an existing curriculum standard shall:

- (1) Have written concurrence by two-thirds of colleges approved to offer the curriculum program;
 - (2) Be in alignment with criteria outlined in 1D SBCCC 400.10(e); and
 - (3) Be approved by the State Board of Community Colleges.
- (c) On approval by the State Board of Community Colleges, a curriculum standard may exceed hours as outlined in 1D SBCCC 400.10(e)(1). Such an exception shall apply to all colleges approved to offer the curriculum program title. A two-thirds majority of colleges approved to offer the program shall agree with the conditions of the request for the exception. A request for an exception shall be justified based on one or more of the following criteria:
- (1) Additional time in the program is required by law;
 - (2) Additional time in the program is required by an external regulatory, accrediting, or professional agency recognized by the State Board of Community Colleges;
 - (3) Additional time in the program is justified by documented extenuating circumstances including, but not limited to the following:
 - (A) Documentation that the program will not be viable without the exception; or
 - (B) Documentation that employers have certified the competencies required for the program and the length of time needed to teach those competencies.

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

Eff. [November 1, 2017](#).

1D SBCCC 400.10 Curriculum Program of Study

- (a) Each curriculum program shall be designed based on criteria established by the curriculum standard for the individual program.
- (b) In all programs, colleges shall comply with the Southern Association of Colleges and Schools Commission on Colleges' general education requirements and the general education areas identified by the State Board of Community Colleges.
- (c) The initial and revised program of study shall be filed with and approved by the North Carolina Community College System Office prior to implementation. If a curriculum standard is revised, a revised program of study shall be submitted and approved by

the North Carolina Community College System Office within one year following the effective term, unless immediate implementation is required by the State Board of Community Colleges.

- (d) The associate in general education and general occupational technology programs shall be comprised of courses from the college's other approved programs of study. Colleges are not required to file programs of study for the associate in general education or general occupational technology programs with the North Carolina Community College System Office for review or approval.
- (e) The following components shall be included in the development of a curriculum program of study:
 - (1) Semester Hour Credits Required: The total semester hours of credit required are as follows:
 - (A) Certificate: A certificate program which is a stand-alone curriculum program title or which is the highest credential level awarded under an approved associate in applied science degree or diploma program shall include a minimum of twelve semester hours of credit from core courses as defined in 1D SBCCC 400.10(e)(3)(A) and as indicated on the curriculum standard as defined in 1D SBCCC 400.9. The certificate program shall consist of a minimum of twelve and a maximum of eighteen semester hours of credit from curriculum courses at the 100-299 level.
 - (B) Diploma: A diploma program which is a stand-alone curriculum program title or which is the highest credential level awarded under an approved associate in applied science degree shall include a minimum of twelve semester hours of credit from core courses as defined in 1D SBCCC 400.10(e)(3)(A) as indicated on the curriculum standard as defined in 1D SBCCC 400.9. The diploma program shall consist of a minimum of thirty-six and a maximum of forty-eight semester hours of credit from curriculum courses at the 100-299 level.
 - (C) Associate in Applied Science: The associate in applied science program shall consist of a minimum of sixty-four and a maximum of seventy-six semester hours of credit from curriculum courses at the 110-199 and 210-299 levels. Within the Associate in Applied Science program the college shall include

- opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.
- (D) Associate in Arts, Science, and Engineering: The associate in arts, science, and engineering programs shall consist of a minimum of sixty and a maximum of sixty-one semester hours of credit from approved college transfer curriculum courses at the 110-199 and 210-299 levels. Within the Associate in Arts, Science, and Engineering program, the college shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.
- (E) Associate in Fine Arts in Music, Visual Arts and Theatre: The associate in fine arts in music, visual arts, and theatre programs shall consist of a minimum of sixty and a maximum of sixty-one semester hours of credit from approved college transfer curriculum courses at the 110-199 and 210-299 levels. Within the associate in fine arts in music, visual arts, and theatre programs, the college shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.
- (F) Associate in General Education: The associate in general education program shall consist of a minimum of sixty-four and a maximum of sixty-five semester hours of credits from curriculum courses at the 110-199 and 210-299 levels and that are comprised of courses from the college's other approved programs of study. Within the associate in general education program, the college shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.
- (G) Associate in General Education Nursing: The associate in general education nursing program shall consist of a minimum of sixty and a maximum of sixty-one semester hours of credits from curriculum courses at the 110-199 and 210-299 levels. Within the associate in general education nursing program, the college shall include opportunities for the achievement of competence in

reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.

(2) General Education: The general education hours required are as follows:

(A) Certificate: General education is optional in certificate curricula.

(B) Diploma: A diploma program shall include a minimum of six semester hours of credit from general education curriculum courses selected from the Combined Course Library, including:

(i) a minimum of three semester hours in communications; and

(ii) a minimum of three semester hours in humanities/fine arts, social/behavioral sciences, natural sciences or mathematics.

(C) Associate in Applied Science and Associate in General Education: An associate in applied science and an associate in general education program shall include a minimum of 15 semester hours of credit from general education curriculum courses selected from the Combined Course Library, including:

(i) a minimum of six hours in communications. ENG 111 shall be utilized for three of these hours. ENG 110 may be utilized as a substitute for ENG 111 if included in the approved program of study;

(ii) a minimum of three hours in humanities/fine arts;

(iii) a minimum of three hours in social/behavioral sciences; and

(iv) a minimum of three hours in either natural sciences or mathematics.

(D) Associate in Arts: An associate in arts program shall include a minimum of 45 semester hours of credit from courses classified as general education within the Comprehensive Articulation Agreement from the Combined Course Library, including:

(i) 31-32 semester hours of credit from universal general education transfer component courses that shall include the following:

(I) six semester hours of English composition;

(II) nine semester hours of communications and/or humanities/fine arts;

(III) nine semester hours of social/behavioral science;

(IV) three to four semester hours of mathematics; and

(V) four semester hours of natural sciences.

- (ii) An additional 13-14 semester hours of credit from courses classified as general education within the Comprehensive Articulation Agreements.
- (E) Associate in Science: An associate in science program shall include a minimum of 45 semester hours of credit from courses classified as general education within the Comprehensive Articulation Agreement from the Combined Course Library, including:
- (i) 34 semester hours of credit from universal general education transfer component courses that shall include the following:
 - (I) six semester hours of English composition;
 - (II) six semester hours of communications or humanities/fine arts;
 - (III) six semester hours of social/behavioral science;
 - (IV) eight semester hours of mathematics; and
 - (V) eight semester hours of natural sciences.
 - (ii) An additional 11 semester hours of credit from courses classified as general education within the Comprehensive Articulation Agreement.
- (F) Associate in Fine Arts in Music: An associate in fine arts in music program shall include a minimum of 25 semester hours of credit from courses classified as general education within the Comprehensive Articulation Agreement from the Combined Course Library, including:
- (i) a minimum of 22 semester hours of credit from universal general education transfer component courses that shall include the following:
 - (I) six semester hours of English composition;
 - (II) three semester hours of communications and/or humanities/fine arts;
 - (III) six semester hours of social/behavioral science;
 - (IV) three to four semester hours of mathematics; and
 - (V) four semester hours of natural sciences.
 - (ii) An additional 3 semester hours of credit from courses classified as general education within the Comprehensive Articulation Agreement.
- (G) Associate in Fine Arts in Theatre: An associate in fine arts in theatre program shall include a minimum of 31 semester hours of credit from universal general

- education component courses selected from the Combined Course Library, including:
- (i) six semester hours of English composition;
 - (ii) nine semester hours of communications or humanities/fine arts;
 - (iii) nine semester hours of social/behavioral science;
 - (iv) three to four semester hours of mathematics; and
 - (v) four semester hours of natural sciences.
- (H) Associate in Fine Arts in Visual Arts: An associate in fine arts in visual arts program shall include a minimum of 25 semester hours of credit from universal general education component courses selected from the Combined Course Library, including:
- (i) six semester hours of English composition;
 - (ii) six semester hours of communications or humanities/fine arts;
 - (iii) six semester hours of social/behavioral science;
 - (iv) three to four semester hours of mathematics; and
 - (v) four semester hours of natural sciences.
- (I) Associate in Engineering: An Associate in Engineering program shall include a minimum of 42 semester hours of credit from universal general education component courses selected from the Combined Course Library, including:
- (i) six semester hours of English composition
 - (ii) three semester hours of humanities
 - (iii) three semester hours of humanities/fine arts or communications
 - (iv) six semester hours of social/behavioral science
 - (v) twelve semester hours of mathematics; and
 - (vi) twelve semester hours of natural sciences.
- (J) Associate in General Education Nursing: An Associate in General Education Nursing program shall include a minimum of 52 and a maximum of 54 semester hours of credit from general education curriculum courses selected from the Combined Course Library, including:
- (i) six hours in communications.
 - (ii) nine hours in humanities/fine arts;

- (iii) fifteen hours in social/behavioral sciences;
- (iv) fifteen to sixteen hours in natural sciences; and
- (v) seven to eight hours in mathematics.

(3) Major Hour Requirements are as follows:

(A) Core: Courses identified as curriculum core courses or core subject areas on the curriculum standard for each program title are required for each associate in applied science, diploma and certificate. These criteria do not apply to local certificate or diploma programs if they are not the highest degree level offered at the college.

(B) Concentration: Courses identified on the curriculum standard as required beyond the core for a specific related employment field are required for each program that has been identified as a concentration.

(C) Other Major Hour: Other Major Hour Courses shall be selected from prefixes identified on the curriculum standard. A maximum of nine semester hours of credit may be selected from any non-core prefix listed, with the exception of restricted prefixes as noted on the curriculum standard. An unlimited number of semester hours of credit may be selected from core course prefixes as long as the number of hours selected are in compliance with the maximum number allowed for the Other Major Hour category and the program. These criteria also applies to local certificate, diplomas and associate degree programs.

(4) Other Required Hours: Other required hour requirements are as follows:

(A) Courses that meet graduation or local employer requirements may be included in a certificate, diploma or associate in applied science program of study with the following range of semester hours of credit:

- (i) Certificate: Maximum of one semester hour of credit.
- (ii) Diploma: Maximum of four semester hours of credit.
- (iii) Associate in Applied Science: Maximum of seven semester hours of credit.

(B) Courses designated as college transfer may be included in the Other Required area of college transfer programs with the following range of semester hours of credit:

- (i) Associate in Arts, Science and Engineering: A minimum of 15 semester hours of credit. One semester hour of credit may be included in a 61 semester hours of credit program of study. The transfer of this hour is not guaranteed. The receiving senior institution will determine the transferability of the course.
 - (ii) Associate in Science: A minimum of 15 semester hours. One semester hour of credit may be included in a 61 semester hours of credit program of study. The transfer of this hour is not guaranteed. The receiving senior institution will determine the transferability of the course.
 - (iii) Associate in Engineering: A minimum of 18 semester hours of credit. One semester hour of credit may be included in a 61 semester hours of credit program of study. The transfer of this hour is not guaranteed. The receiving senior institution will determine the transferability of the course.
 - (iv) Associate in Fine Arts in Theater and Visual Arts: A minimum of 16 semester hours of credit. One semester hour of credit may be included in a 61 semester hours of credit program of study. The transfer of this hour is not guaranteed. The receiving senior institution will determine the transferability of the course.
 - (v) Associate in Fine Arts in Music: A minimum of 34 semester hours of credit. One semester hour of credit may be included in a 61 semester hours of credit program of study. The transfer of this hour is not guaranteed. The receiving senior institution will determine the transferability of the course.
- (5) Selected Topic and Seminar Courses: Selected topic and seminar courses are designed to be temporary courses and shall be revised each semester. Selected topic courses provide an opportunity to explore areas of current interest in specific program or discipline areas with an emphasis on subject matter appropriate to the program or discipline. Seminar courses provide an opportunity to explore topics of current interest with an emphasis on the development of critical listening skills and ability to critically analyze issues to establish informed opinions. Courses designed to be long-term shall be submitted for inclusion in the Combined Course Library. Selected topic and seminar courses may be included in the Other

Required Hours as defined in 1D SBCCC 400.10(e)(4) of a program of study with the following range of semester hours of credit:

(A) Certificate, Diploma and Associate in Applied Science: Maximum of three semester hours of credit for both selected topics and seminar courses.

(B) Associate in Arts, Science, Engineering, and Fine Arts in Music, Theatre and Visual Arts: Maximum of one semester hour credit, utilized as the 61st hour, for both selected topic and seminar courses. The transfer of this hour is not guaranteed. The receiving senior institution will determine the transferability of the course.

(C) Associate in General Education. Maximum of three semester hours of credit for both selected topics and seminar courses.

(D) Associate in General Education Nursing: Selected topic and seminar courses may not be included.

(6) Work-Based Learning:

(A) Work-Based Learning is the development of job skills and an opportunity for career exploration by providing the non-captive or non-special credit curriculum student with employment that is coordinated with the educational program. Credit of one semester hour is awarded for each 160 hours of Work-Based Learning i.e. WBL curriculum prefix courses. Work-Based Learning curriculum courses may be included in a program of study with the following range of semester hours of credit:

(i) Certificate: Maximum of two semester hours of credit

(ii) Diploma: Maximum of four semester hours of credit. Students participating in an apprenticeship registered under the State's Apprenticeship Program may use up to sixteen semester hours of credit in the diploma program.

(iii) Associate in Applied Science: Maximum of eight semester hours of credit. Students participating in an apprenticeship registered under the State's Apprenticeship Program may use up to sixteen semester hours of credit in the associate in applied science program.

- (iv) Associate in Arts, Science, Engineering and Fine Arts in Music, Theatre and Visual Arts: Maximum of one semester hour credit which may be utilized as the 61st hour.
 - (v) Associate in General Education: Maximum of seven semester hours of credit.
 - (vi) Associate in General Education Nursing: Work-Based Learning shall not be included.
- (B) The following are required components for offering Work-Based Learning curriculum courses:
- (i) A college faculty coordinator or college work-based learning director shall plan and coordinate student activity in Work-Based Learning
 - (ii) The employer is responsible for the supervision of the student on the job.
 - (iii) If a Work-Based Learning curriculum course is required for program completion, the Work-Based Learning curriculum course must be included in a program of study which has been approved by the System Office.
 - (iv) Students shall meet age and employment requirements established by the State's Apprenticeship Program.
 - (v) A college shall utilize work-based learning (i.e. WBL curriculum prefix) course information as listed in the Combined Course Library.
 - (vi) Consultation between the college representative, employer, and student must occur during the Work-Based Learning experience. Each Work-Based Learning student must receive one mandatory site visit for consultation by college faculty or the work-based learning director. Alternative methods of consultation with the employer and student may be utilized if a physical visit is not feasible as determined by the college faculty or work-based learning director responsible for the site visit.
 - (vii) Students enrolled in Work-Based Learning curriculum courses must be enrolled in an approved curriculum program which includes WBL prefix curriculum course(s).
- (C) Colleges must retain a file for Work-Based Learning students that contain the following items:

- (i) A current student transcript or Final Grade Report;
- (ii) A student time/wage report worksheet;
- (iii) A completed Work-Based Learning application;
- (iv) A measurable learning outcomes (MLOs) worksheet or a job description.

The MLOs are agreed upon experiences that the student will obtain while working. The job description must contain a list of general tasks, or functions, and responsibilities of a position. The employer, college faculty, or work-based learning director, and the student must develop the MLO within the first two weeks of employment. The student, employer and the faculty coordinator (or Work-Based Learning director) shall sign the MLO worksheet. The minimum number of MLOs that must be completed and evaluated are:

- (I) 160 contact hours (1 Semester Hour Credit) = 1 MLO
- (II) 320 contact hours (2 Semester Hour Credits) = 2 MLOs
- (III) 480 contact hours (3 Semester Hour Credits) = 3 MLOs
- (IV) 640 contact hours (4 Semester Hour Credits) = 4 MLOs
- (v) Documentation of an employer evaluation; and
- (vi) Documentation of employer consultation.

Colleges may substitute an apprenticeship agreement in lieu of requirements in 1D SBCCC 400.10(e)(6)(C)(iii-vi) for individuals enrolled in a college program who are participating in an apprenticeship agreement.

(D) Budget FTE

- (i) Work-Based Learning curriculum courses shall earn budget/FTE at the 100 percent rate of assigned Work-Based Learning hours and shall not exceed a maximum of 320 membership hours per student per semester. Students that are participating in a registered apprenticeship program through the State's Apprenticeship Program shall not exceed 640 membership hours per student per semester.
- (ii) Students shall meet class membership requirements and shall also begin the Work-Based Learning experience before a college may claim class hours for budget FTE.

- (iii) The college is responsible for assuring that Work-Based Learning experiences are established prior to the beginning of the Work-Based Learning course. The college may report Work-Based Learning activities either as membership hours or contact hours if the following criteria are met:
- (I) A student is considered to be in class membership when the student meets the following criteria: enrolled as evidenced by payment of applicable tuition and fees, or obtained a waiver as allowed for in G.S. 115D-5(b); attended one or more classes prior to or on the 10 percent point in the class; and has not withdrawn or dropped the class prior to or on the 10 percent point.
 - (II) Contact hours. Students may begin and end the Work-Based Learning at any time during the semester or term enrolled. The college reports only the contact hours that the student actually worked within the term.
 - (III) Work-Based Learning Orientation. In situations where a college chooses to offer a Work-Based Learning orientation, no more than two contact hours of Work-Based Learning orientation may be counted toward the student's work-based learning experience hours. The orientation may occur prior to the beginning of the semester (although those hours may not be counted towards FTE) provided that the college has a written policy for such services.

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

Eff. [November 1, 2017](#).

1D SBCCC 400.11 Education Services for Minors (Curriculum)

The purpose of Career and College Promise is to offer structured opportunities for qualified high school students to dually enroll in community college courses that provide pathways that lead to a certificate, diploma, or degree as well as provide entry-level jobs skills. Academic credits earned through Career and College Promise shall enable students who continue into postsecondary education after graduating from high school to complete a postsecondary credential in less time than would normally be required. All

previous high school transition programs, including Huskins, Concurrent Enrollment, Cooperative and Innovative High Schools, Learn and Earn, and Learn and Earn Online were consolidated and replaced by Career and College Promise. Career and College Promise rules applicable to Workforce Continuing Education are provided in 1D SBCCC 300.4(c)(1)(D).

- (a) The major purpose of community colleges is to serve students who have graduated from high school or are beyond the compulsory age limit of the public school and have left public school. However, a minor may seek admission to a community college subject to the conditions in this Section.
- (b) Career and College Promise is a dual enrollment program for eligible North Carolina high school students. Community colleges may collaborate with local school administrative units to offer courses through the following Career and College Promise program pathways:
 - (1) A College Transfer Pathway approved by the State Board of Community Colleges including transfer courses in English and mathematics;
 - (2) A Career and Technical Education Pathway leading to a certificate, diploma or degree;
 - (3) A Cooperative Innovative High School Pathway approved under Part 9 of Article 16 of Chapter 115D of the North Carolina General Statutes.
- (c) All non-self-supporting curriculum courses taken by high school students at community colleges in accordance with this Section are tuition-waived.
- (d) High school students may not audit courses offered under the Career and College Promise Program.
- (e) High school students enrolled in a College Transfer Pathway or a Career and Technical Education Pathway may not enroll in developmental education courses.
- (f) A college shall submit a program of study for each Career and College Promise program it plans to offer, to the North Carolina Community College System Office using program codes provided by the North Carolina Community College System Office.
 - (1) Career and Technical Education programs of study must be in compliance with the State Board approved curriculum standard and must include a minimum of twelve

- (12) semester hours of credit from core courses or consist of courses as listed in the college's catalog as a local, traditional certificate. General education courses for career and technical education programs of study shall be directly related to student success in the selected major. All courses in the program of study must be required courses. Course options are prohibited.
- (2) College Transfer Pathway programs of study shall be in compliance with the State Board approved Associate in Arts, Associate in Engineering, Associate in Science, Associate in Fine Arts in Visual Arts or Associate Degree Nursing Transfer Pathways approved by the State Board of Community Colleges.
- (3) Programs of study must be approved by the North Carolina Community College System Office assigned Academic Programs staff before students can be enrolled.
- (4) Within the Career and College Promise program of study, a college must verify its capacity to teach all courses in the program of study.
- (5) Career and College Promise Students may not be enrolled in the Associate in General Education or General Occupational Technology programs.
- (6) Students enrolled in Adult Basic Education or Adult Secondary Education are not eligible for Career and College Promise.
- (g) High school students shall complete a college application, provide a high school transcript which demonstrates eligibility to enroll in Career and College Promise as outlined in 1D SBCCC 400.11(i), (j), or (k) and provide evidence of college readiness as outlined in SBCCC 400.11(i)(1)(i) to be admitted into a Career and College Promise transfer pathway. The high school shall provide signed and dated documentation from the high school principal or designee stating the eligibility requirements have been met. Colleges must verify eligibility prior to enrollment of the student in the Career and College Promise Program. Colleges shall maintain verification of student eligibility for a Career and College Promise pathway.
- (h) Colleges shall assign student codes provided by the North Carolina Community College System Office and shall update the student code to reflect when the student transitions out of the Career and College Promise program and is no longer eligible to participate in the program and receive a tuition waiver.

- (i) Colleges must be in compliance with 1D SBCCC 400.96 (a) regarding Level I Instructional Service Agreements when providing courses (on-line or traditional) or services to groups of Career and College Promise students outside of their service area.
- (j) High school graduation may not be delayed in order to continue a student's eligibility for the Career and College Promise Program.
- (k) College Transfer Pathway
 - (1) To be eligible for enrollment in a College Transfer Pathway, a high school student must:
 - (A) Be a high school junior or senior as designated by the local educational agency;
 - (B) Have a weighted high school GPA of 3.0; and
 - (C) Demonstrate college readiness in English, reading and mathematics by meeting benchmarks on diagnostic assessment tests which have been approved by the State Board of Community Colleges.
 - (D) A high school junior or senior who does not demonstrate college readiness in English, reading and mathematics may be enrolled in English and mathematics courses and will be a provisional student in a College Transfer Pathway if the student meets the following criteria:
 - (i) Has a cumulative weighted GPA of 3.5;
 - (ii) Has completed two years of high school English with a grade of "C" or higher;
 - (iii) Has completed high school Algebra II or Math III (or a higher level math class) with a grade of "C" or higher;
 - (iv) Has the written approval of the high school principal or his/her designee; and,
 - (v) Has the written approval of the community college president or his/her designee.
 - (vi) To no longer be a provisional student, the student must successfully complete the first English and first mathematics courses with a grade of "C" or higher.

- (vii) Provisional students in the ADN pathway must complete the first math in the AGE - Nursing degree with a "C "or higher and ENG 111 in the pathway with a "C" or higher before being fully admitted to the ADN pathway.
 - (viii) Once a student completes the requirements to no longer be a provisional student and with approval of the high school principal or the high school principal's designee and the college's chief student development administrator or the college's chief academic officer, the student may enroll in both a College Transfer Pathway and a Career Technical Education Pathway.
- (2) To maintain eligibility for continued enrollment in the pathway, a student must:
 - (A) Continue to make progress toward high school graduation as outlined in G.S. 115C-105.35, and
 - (B) Maintain a 2.0 GPA in college coursework after completing two courses.
 - (3) A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.
 - (4) A student may only enroll in one College Transfer Pathway program of study. Course substitutions may be approved by the chief academic officer for individual students. Course substitutions for individual students must be documented and maintained on file.
 - (5) A student may change the student's pathway major with approval of the high school principal or the high school principal's designee and the college's chief student development administrator or the college's chief academic officer. The college's chief student development administrator shall approve a change in pathway based on verification that the program change allows the student to meet their newly chosen career path.
 - (6) High school students in the CCP College Transfer Pathways must complete the entire pathway before taking additional courses in the Associate degree with the exception of mathematics courses.
 - (7) With approval of the high school principal or the high school principal's designee and the college's chief student development administrator or the college's chief

academic officer, a student who completes a College Transfer Pathway, while still enrolled in high school, may continue to earn college transfer credits leading to the completion of the Associate in Arts, Associate in Science, Associate in Engineering, Associate in Fine Arts in Visual Arts or Associate in General Education Nursing degree.

(8) With approval of the high school principal or the high school principal's designee and the college's chief student development administrator or the college's chief academic officer, a student may enroll in both a College Transfer Pathway and a Career Technical Education (CTE) pathway.

(9) A student may change the student's program of study major with approval of the high school principal or the high school principal's designee and the college's chief student development administrator or the college's chief academic officer. The college's chief student development administrator or the college's chief academic officer shall approve a change in pathway based on verification that the program change allows the student to meet their newly chosen career path.

(k) Career Technical Education Pathway (CTE) (Juniors and Seniors)

(1) To be eligible for enrollment, a high school student must:

(A) Be a high school junior or senior;

(B) Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal or the high school principal's designee; and

(C) Have received career pathway information outlining program requirements for completion of the certificate or diploma.

(2) College Career Technical Education courses may be used to provide partial or full fulfillment of a four-unit high school career cluster. The college will grant articulated credit to students based on the then-current local or state North Carolina High School to Community College articulation agreement.

(3) To maintain eligibility for continued enrollment, a student must:

(A) Continue to make progress toward high school graduation as outlined in G.S. 115C-105.35, and

(B) Maintain a 2.0 in college coursework after completing two courses.

- (4) A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.
 - (5) Course substitutions may be approved by the chief academic officer for individual students. The college will document course substitutions for individual students and maintain those course substitutions in the student's file.
 - (6) With approval of the high school principal or the high school principal's designee and the college's chief student development administrator or the college's chief academic officer, a Career Technical Education Junior or Senior may concurrently enroll in two Career and Technical Education Pathways or in one College Transfer Pathway and one Career Technical Education Pathway.
 - (7) The student may change the student's pathway major with approval of the high school principal or the high school principal's designee and the college's chief student development administrator or the college's chief academic officer. The college's chief student development administrator or the college's chief academic officer shall approve a change in pathway based on verification that the program change allows the student to meet their newly chosen career path.
 - (8) With approval of the high school principal or the high school principal's designee and the college's chief student development administrator or the college's chief academic officer, student who completes the Career and Technical Education certificate or diploma may continue in the same traditional associate in applied science program as long as they are still eligible for the Career and College Promise program.
 - (9) The college may award the certificate or diploma, to the Career and College Promise student prior to high school graduation. A college shall not award an associate degree prior to high school graduation verification.
- (l) Career Technical Education Pathway (Freshmen and Sophomores)
- (1) Colleges may enroll eligible high school freshmen and sophomores only in industrial technologies (program code 50xxx), engineering technologies (program code 40xxx), agriculture and natural resources (program code 15xxx), and transportation (program code 60xxx) certificate and diploma programs.

(2) To be eligible for enrollment, a high school student must be a high school freshman or sophomore.

(A) A freshman must:

- (I) Have passed Math I with a grade of “C” or better;
- (II) Test college ready in mathematics as determined by the assessment given by the North Carolina Department of Public Instruction;
- (III) Test college ready in English and reading as determined by the assessment given by the North Carolina Department of Public Instruction;
- (IV) Have received information outlining program requirements for completion of the certificate or diploma and
- (V) Have the recommendation of the high school principal or the principal’s designee.

(B) A qualified sophomore must:

- (I) Have passed Math I with a grade of “C” or better;
- (II) Test college ready in mathematics as determined by the assessment given by the North Carolina Department of Public Instruction;
- (III) Test college ready in English and reading as determined by the assessment given by the North Carolina Department of Public Instruction;
- (IV) Have a weighted GPA of 3.0 on high school courses;
- (V) Have received information outlining program requirements for completion of the certificate or diploma and
- (VI) Have the recommendation of the high school principal or his/her designee.

(3) Freshmen and sophomores who do not have college readiness scores for mathematics, English and reading from the assessments given by the North Carolina Department of Public Instruction must demonstrate college readiness by taking an alternative assessment which meets benchmarks on diagnostic assessment tests which have been approved by the State Board of Community Colleges.

The college shall establish a local policy that details which alternative assessment score will be used in place of mathematics, English, and reading scores.

- (4) College Career Technical Education courses may be used to provide partial or full fulfillment of a four-unit career cluster. The college will grant articulated credit to the students based on the then-current local or state North Carolina High School to Community College articulation agreement. To maintain eligibility for continued enrollment, a student must:
- (A) Continue to make progress toward high school graduation, and
 - (B) Maintain a 2.0 in college coursework after completing two college courses. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.
- (5) A student must enroll in one pathway and may not substitute courses in one pathway for courses in another.
- (A) The student may change the student's pathway major to another eligible program of study with approval of the high school principal or the high school principal's designee and the college's chief student development administrator or the college's chief academic officer. The college's chief student development administrator or the college's chief academic officer shall approve a change in pathway based on verification that the program change allows the student to meet their newly chosen career path.
 - (B) A student may concurrently enroll in two Career and Technical Education Pathways in allowable program areas provided the exception has been approved by the college's chief student development administrator or the college's chief academic officer. The college's chief student development administrator or the college's chief academic officer shall approve an exception if concurrent pathways are aligned to the student's career pathway interest and career goals.
- (6) With approval of the high school principal or the high school principal's designee and the college's chief student development administrator or the college's chief academic officer, a student who completes a Career Technical Education pathway, while still enrolled in high school may continue to earn college credits leading to the completion of a higher level credential within the same program code. The

college's chief student development administrator or the college's chief academic officer shall approve the continuation if the credential is in the same program code.

- (7) With approval of the high school principal or the high school principal's designee and the college's chief student development administrator or the college's chief academic officer, a student who completes the Career and Technical Education certificate or diploma may continue in the same traditional associate in applied science program as long as they are still eligible for the Career and College Promise program.
 - (8) The college may award the certificate or diploma to the Career and College Promise student prior to high school graduation. An associate degree may not be awarded prior to high school graduation verification.
- (m) Cooperative Innovative High School Programs (CIHSP)
- (1) Cooperative Innovative High School Programs are jointly established by local boards of education and local boards of trustees.
 - (2) CIHSP enroll 100 or fewer students per grade level.
 - (3) Students enrolled in CIHSP have the opportunity to complete an associate degree program, diploma, certificate, or earn up to two years of college credit while completing a high school diploma within five years. Students pursuing credits beyond the initial transfer associate degree must provide documentation of justification based upon career pathway needs or transfer program requirements (i.e. bachelor degree plan published by the university). The high school principal or the high school principal's designee and the college's chief student development administrator or the college's chief academic officer must approve prior to enrollment in a second transfer program.
 - (4) CIHSP are located on college campuses. A school shall obtain approval from the State Board of Community Colleges for exceptions to this requirement. Exceptions are based on local needs as outlined in the location waiver request. The approved waiver shall be maintained locally for documentation. The State Board of Community Colleges shall use the following factors to determine whether to approve location waivers:
 - (A) Space availability;

- (B) School capacity;
 - (C) Proximity to the student population; or
 - (D) Suitable, available space with equipment specific to the curriculum.
- (5) Student eligibility requirements for CIHSP are determined locally.
- (6) CIHS students may not audit courses.
- (7) Colleges shall not award the associate degree prior to verifying high school graduation.
- (8) Colleges may award the certificate or diploma prior to verifying high school graduation.

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

Eff. [November 1, 2017](#).