



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*Dr. William S. Carver, II*  
*Interim President*

October 28, 2020

**MEMORANDUM**

**TO:** Presidents and Chief Academic Officers

**FROM:** Kimberly Gold, Senior Vice President/Chief Academic Officers

**RE:** Work-Based Learning (WBL) Temporary Guidance

In response to the national emergency due to the COVID-19 pandemic, the System Office is issuing temporary guidance to address work-based learning course(s) that are required in curriculum programs.

The elements of work-based learning (WBL) courses are outlined in 1D SBCCC 400.10(6)(A-D). Given the limitation of available WBL placement opportunities for students due to the impact of the COVID-19 pandemic, chief academic officers may approve a course substitution or waive the course requirement, as appropriate, for a work-based learning (WBL) course in a student's program of study. Course substitutions and/or waivers should be made on an *individual basis* for students who are unable to complete WBL course requirements due to COVID-19 during the 2020-21 academic year through the summer 2021 term. The decision to substitute or waive the WBL course requirement must be based on the academic soundness of the decision and include documentation of the rationale including a signed substitution/waiver form in accordance with the local college's policy. This temporary guidance applies to work-based learning (WBL) courses listed as core courses within a curriculum standard and/or WBL courses listed as other required courses in the approved program of study.

If you have questions about work-based learning (WBL) requirements, please contact Dr. Lisa Eads, Associate Vice President of Programs, at [eadsl@nccommunitycolleges.edu](mailto:eadsl@nccommunitycolleges.edu) or Dr. Frank Scuiletti, Senior Program Administrator, at [scuilettif@nccommunitycolleges.edu](mailto:scuilettif@nccommunitycolleges.edu).

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c: Dr. Lisa Eads  
Program Coordinators

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