

**NUMBERED MEMO CC24-031**

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

**FROM:** Jonnell Carpenter, *NCCCS General Counsel*

**SUBJECT:** Amendment to 2A SBCCC 400.2 – Admission Requirements

**DATE:** July 23, 2024

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On July 19, 2024, the State Board of Community Colleges voted to amend the State Board Code, **2A SBCCC 400.2 – Admission Requirements**. This amendment will clarify the admission requirements for proprietary schools as well as align the Code language to N.C.G.S. §115D-87(2)(c).

**The amendment will be effective August 1, 2024.** The new rule will be published in the North Carolina Community College System’s website, [State Board Code - NCCCS \(ncccommunitycolleges.edu\)](https://www.ncccommunitycolleges.edu). For your convenience, a copy of the code in its final form is attached to this memorandum.

CC24-031

E-mail Copy  
Attachments

**State Board of Community Colleges Code**  
**TITLE 2. PROPRIETARY SCHOOLS**



**CHAPTER A. PROPRIETARY SCHOOLS**

**SUBCHAPTER 400. GENERAL PROVISIONS**

**2A SBCCC 400.2 Admission Requirements**

- (a) The admission requirements for schools licensed under Article 8 of Chapter 115D of the General Statutes of North Carolina shall be made available to the public and administered as written.
- (b) As a prerequisite to enrolling in a certificate or diploma course, the school shall require one of the following:
  - (1) Graduation from a public, private, or home high school that operates in compliance with state or local law;
  - (2) A certificate of high school equivalency;
  - (3) Graduation from a community college or university that operates in compliance with state or local law;
  - (4) Completion of secondary education that is equivalent to high school education in the United States;
  - (5) The student's signed, notarized attestation of graduation from a public, private, or home high school that operates in compliance with state or local law, receipt of a certificate of high school equivalency, graduation from a community college or university that operates in compliance with state or local law, or completion of secondary education equivalent to high school education in the United States;
  - (6) For individuals beyond the age of compulsory secondary school attendance who did not graduate from a public, private, or state home high school, obtain a certificate of high school equivalency, graduate from a community college or university that all operate in compliance with state or local law, or complete secondary education equivalent to high school education in the United States; demonstration of an ability to benefit as determined by any test instrument approved by the Department of Education; or

(7) The school shall only admit a student pursuant to Subsection (b)(5) if the student provides the school with written evidence of the student's inability to obtain a copy of the student's high school transcript, certificate of high school equivalency, community college or university transcript, or completion of secondary education equivalent to high school education in the United States.

The school shall not permit high school students to attend the school during the time that high schools are in regular session, except in individual cases approved by the student's high school principal in writing. The proprietary school shall include a copy of the approved form in the student's record.

- (c) Schools shall maintain a copy of the high school transcript in the student's record for students admitted pursuant to Subsection (b)(1) of this Section.
- (d) Schools shall maintain a copy of the certificate of high school equivalency in the student's record for students admitted pursuant to Subsection (b)(2).
- (e) Schools shall maintain a copy of the community college or university transcript in the student's record for students admitted pursuant to Subsection (b)(3).
- (f) Schools shall maintain a copy of the educational diploma or transcript, translated in English, for students admitted pursuant to Subsection (b)(4).
- (g) Schools shall maintain a copy of the student's signed, notarized attestation for students admitted pursuant to Subsection (b)(5).
- (h) Schools shall maintain the results of the ability to benefit test in the student's record for students admitted pursuant to Subsection (b)(6).
- (i) The school may admit students to special courses or subjects which are part of the approved curriculum offered by the school when the school deems the student can benefit from the instruction offered.
- (j) If total tuition is greater than five-thousand dollars (\$5,000), the school may collect up to 50 percent of the total tuition prior to that mid-point of the program. The remainder of the tuition may be collected only when the student has completed one-half of the program. Federal regulations regarding the disbursement of tuition shall supersede state disbursement regulations stated in this Rule.

*History Note: Authority G.S. 115D-89; 115D-90;*

*Eff. September 1, 1993;*

*Amended Eff. [August 1, 2024](#), [February 1, 2016](#); [August 1, 2014](#);  
December 1, 2004.*