

NUMBERED MEMO CC25-058

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, Distance Learning, Financial Aid Officers, Personnel Officers, Student Development Administrators, Public Information Officers, Registrars, & Other Interested Parties

FROM: Jonnell Carpenter, *NCCCS General Counsel*

SUBJECT: Amendment of 1D SBCCC 400.8 – Courses for Curriculum Programs

DATE: July 22, 2025

On July 18, 2025, the State Board of Community Colleges voted to amend the State Board Code, **1D SBCCC 400.8 – Courses for Curriculum Programs**. This amendment will clarify the roles of the Curriculum Review and Transfer Advisory Committees and aligns with new accreditation statutes by adopting criteria set by institutional accreditors instead of SACSCOC.

The amendment will be effective August 1, 2025. At that time, the amended rule will be published on the North Carolina Community College System’s website, [State Board Code - NCCCS \(nccommunitycolleges.edu\)](#). For your convenience, a copy of the rule in its final form is attached to this memorandum.

CC25-058

E-mail Copy
Attachment

**State Board of Community Colleges Code
TITLE 1. COMMUNITY COLLEGES**



CHAPTER D. EDUCATION PROGRAMS

SUBCHAPTER 400. CURRICULUM

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 001-099 shall be assigned to developmental courses or supplemental courses. Supplemental courses provide supplemental skills to a specific co-requisite course or customized developmental course delivery. Developmental courses are designed to address academic preparedness, workforce retraining, development of general and discipline-specific strategies, and barriers to learning. Developmental and supplemental courses do not earn credit toward a certificate, diploma or degree.
 - (2) 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.

- (3) 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.
- (4) 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:
- (1) Approve and maintain curriculum courses in the Combined Course Library;
 - (2) Determine whether a curriculum course may meet a general education designation for certificates, diplomas and associate in applied science programs using the current criteria guided by criteria from institutional accrediting agencies.
 - (3) 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:
- To determine whether a curriculum course may meet a general education designation for Associate in Arts and Associate in Science degrees guided by criteria from institutional accrediting agencies.
- (1) 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 criteria established by institutional accrediting agencies; and
 - (B) General education equivalency at all sixteen constituent institutions of The University of North Carolina.
 - (2) 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. [August 1, 2025](#); [December 1, 2018](#); [November 1, 2017](#);

June 1, 2009; July 1, 2007; October 1, 2006; December 1, 2004; August 15, 2004.