

# North Carolina Administrative Code

## Title 23 – Community College

### Chapter 1

- Subchapter A..... Organization
- Subchapter B..... Procedure

### Chapter 2

- Subchapter A..... Rules of Organization
- Subchapter B..... The Community College System
- Subchapter C..... Colleges: Organization and Operations
- Subchapter D ..... Community Colleges: Fiscal Affairs
- Subchapter E..... Educational Programs

### Chapter 3

- Subchapter A..... Miscellaneous Programs (Proprietary Schools)

*The contents of Chapter is not included in this document.*

## ❖ **IMPORTANT NOTICE** ❖

### **THE INTENT OF THIS DOCUMENT IS NOT TO PROVIDE LEGAL ADVICE.**

The purpose of this document is to provide community college staff with a reference guide for better access and research of policies and procedures contained in the North Carolina Administrative Code (NCAC). This document can also be used as instructional material for staff development training.

Most of the information contained in this document was downloaded on January 12, 2007, from the website maintained by the North Carolina Office of Administrative Hearings at [www.oah.state.nc.us](http://www.oah.state.nc.us). At the end of the Table of Contents, there are step-by-step instructions for online access to the North Carolina Administrative Code. The downloaded information contained in this document has been reformatted for clarity. The headers, footers, and page numbers were added to provide assistance in locating information.

The information contained in this document is not official and is not intended to replace any official source. Although every attempt has been made to ensure that the information is accurate and timely, the information is presented as is and without warranties, either expressed or implied.

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It is the intent of the NC Community College System Office to update this guide on an annual basis in January or sooner if significant changes to the NC Administrative Code are made.

**NC Administrative Code – Title 23 Community Colleges  
Table of Contents**

**Chapter 1**

**Page**

<b>Subchapter A</b>	<b>Organization</b>	
01A .0101	Definitions	1
01A .0102	Reserved For Future Codification	2
01A .0103	Authority	2
01A .0104	Reserved For Future Codification	2
01A .0105	State Planning	2
<b>Subchapter B</b>	<b>Procedure</b>	
01B .0101	▪ Petitions	3
01B .0102	▪ Reserved For Future Codification	3
01B .0103	▪ Hearing Officer	3
01B .0104	▪ Hearings	3
01B .0105	▪ Statement Of Reasons For And Against Rule Making Decision	4
01B .0106	▪ Record Of Rulemaking Proceedings	4
01B .0107	▪ Fees	4
01B .0108	▪ Declaratory Rulings	5

**Chapter 2**

**Page**

<b>Subchapter A</b>	<b>Rules Of Organization</b>	
02A .0101 to .0105	▪ Repealed	7
<b>Subchapter B</b>	<b>The Community College System</b>	
.0100	General Provisions	
02B .0101 to .0103	▪ Repealed	8
02B .0104	▪ Mission Of The Community College System	8
.0200	The North Carolina Community College System	
02B .0201 to .0204	▪ Repealed	8
02B .0205	▪ College Planning	8
.0300	System President: Authorizations	
02B .0301	▪ Provision Of Information To The Department of Community Colleges	9
02B .0302	▪ No-Cost Extension Of Contracts	9
02B .0303	▪ Repealed	9
.0400	Internship Program	
02B .0401 to .0402	▪ Repealed	9

**NC Administrative Code – Title 23 Community Colleges  
Table of Contents**

<b>Subchapter C</b>	<b>Colleges: Organization And Operations</b>	<b>Page</b>
.0100	Trustees and Colleges	
02C .0101	▪ Authorization	11
02C .0102	▪ Name	11
02C .0103 to .0104	▪ Repealed	11
02C .0105	▪ Establishing Colleges	11
02C .0106	▪ Establishing Military Service Areas	12
02C .0107	▪ Establishing Service Areas For Colleges	12
02C .0108	▪ Educational Guarantee	12
02C .0109	▪ Withholding Of State Funds Or Administrative Support	12
.0200	Personnel	
02C .0201	▪ Administrative	13
02C .0202	▪ Faculty	13
02C .0203	▪ Repealed	14
02C .0204	▪ Employment Of Relatives	14
02C .0205 to .0206	▪ Repealed	14
02C .0207	▪ Purchase/Computer Hardware: System Software/State Contract	14
02C .0208	▪ Political Activities Of Employees	15
02C .0209	▪ Evaluation Of Presidents	16
02C .0210	▪ Local College Personnel Policies	17
02C .0211	▪ Contract Buy Outs	17
.0300	Students	
02C .0301	▪ Admission To Colleges	18
02C .0302 to .0303	▪ Repealed	18
02C .0304	▪ Student Loan Funds For Vocational And Technical Education	18
02C .0305	▪ Education Services For Minors	20
02C .0306	▪ Community College Closure: Teach-Out Plan And Records Preserv.	21
02C .0307	▪ Expired	21
02C .0308	▪ Drivers' Eligibility Certificate	21
.0400	Libraries and Learning Resource Centers	
02C .0401 to .0402	▪ Repealed	23
02C .0403	▪ Surplus And Irreparable Books And Book-Like Media	23
.0500	Equipment	
02C .0501	▪ Equipment Purchases	23
02C .0502	▪ Surplus Property	24
02C .0503	▪ Donated or Loaned Property	24
02C .0504	▪ Acquisition Of Equipment	24
02C .0505	▪ Noncertified Source Purchases	25
.0600	College Evaluation	
02C .0601 to .0602	▪ Repealed	25
02C .0603	▪ Accreditation By The Southern Association	25
02C .0604	▪ Repealed	25
.0700	Civil Rights	
02C .0701	▪ Civil Rights	25
02C .0702	▪ Equal Employment Opportunity	26
02C .0703	▪ Employment Of Women And Minorities In Administrative Positions	26
02C .0704 to .0705	▪ Repealed	26

**NC Administrative Code – Title 23 Community Colleges  
Table of Contents**

<b>Subchapter D</b>	<b>Community Colleges: Fiscal Affairs</b>	<b>Page</b>
.0100	Salaries	
02D .0101	▪ Establishing Pay Rates	27
02D .0102	▪ Repealed	28
02D .0103	▪ Educational Leave With Pay	28
02D .0104	▪ Military Leave	28
02D .0105 to .0107	▪ Repealed	29
02D .0108	▪ Re-Employment Of Retired Persons	29
02D .0109	▪ Longevity Pay Plan For College Personnel	29
.0200	Standard Student Fees	
02D .0201	▪ Authority To Establish Tuition And Fees	32
02D .0202	▪ Tuition And Fees For Curriculum Programs	33
02D .0203	▪ Fees For Extension Programs	36
02D .0204	▪ Other Fees	38
02D .0205	▪ Deposit Of Fees	38
.0300	Budgeting, Accounting, and Fiscal Management	
02D .0301	▪ Operating Budget Requests: Distribution Of Funds	39
02D .0302	▪ Repealed	39
02D .0303	▪ Disbursement Of State Funds	40
02D .0304	▪ Expenditures Of State Funds: Accreditation Expenses & Dues	40
02D .0305	▪ Expenditure Of State Funds: Postage Machines	40
02D .0306	▪ Repealed	40
02D .0307	▪ Expenditure Of State Funds: Certificate Costs	40
02D .0308	▪ Expenditure Of State Funds: Special Funds	40
02D .0309	▪ Expenditure Of State Funds: Travel And Allowances	40
02D .0310	▪ Live Projects	41
02D .0311	▪ Handling Overhead Receipts And Allowances	42
02D .0312	▪ Bookstore: Vending Machine	42
02D .0313	▪ Acquisition Of Automated Data Processing (ADP) Resources	42
02D .0314	▪ Distribution Of Federal Vocational Education Funds	42
02D .0315 to .0317	▪ Repealed	42
02D .0318	▪ Equipment Budget Requests: Distribution Of Funds	43
02D .0319	▪ Fee Waivers For The Human Resources Development Program	43

**NC Administrative Code – Title 23 Community Colleges  
Table of Contents**

<b>Subchapter D</b>	<b>Community Colleges: Fiscal Affairs</b>	<b>Page</b>
02D .0320	▪ Library Book Funding System And Budgetary Application	43
02D .0321	▪ Payroll Deductions	43
02D .0322	▪ Repealed	43
02D .0323	▪ Reporting Of Student Hours In Membership For Curriculum Classes	44
02D .0324	▪ Reporting Of Student Hours In Membership For Continuing Education Classes	48
02D .0325	▪ Limitation In Reporting Student Membership Hours	51
02D .0326	▪ Budget FTE Funding	52
02D .0327	▪ Reporting Student Membership Hours To The Department	53
02D .0328	▪ Repealed	53
.0400	Reporting Student Hours in Membership	
02D .0401 to .0408	▪ Repealed	53
.0500	Calculation of Student Hours in Membership	
02D .0501 to .0505	▪ Repealed	53
.0600	Capital Construction	
02D .0601	▪ Appropriation Requests And Allocation Policy	54
02D .0602	▪ Capital Project Approval And Obtaining Capital Funds	54
02D .0603 to .0604	▪ Repealed	54
02D .0605	▪ Open-End Design Agreements	54

**NC Administrative Code – Title 23 Community Colleges  
Table of Contents**

<b>Subchapter E</b>	<b>Educational Programs</b>	<b>Page</b>
.0100	Program Classifications: Degrees, Diplomas, and Certificates	
02E .0101	▪ Program Classification	54
02E .0102 to .0104	▪ Repealed	57
.0200	Education Programs	
02E .0201	▪ Curriculum Program Approvals And Terminations	59
02E .0202 to .0203	▪ Repealed	60
02E .0204	▪ Courses And Standards For Curriculum Programs	60
02E .0205	▪ Program Review	67
.0300	General Adult, Special Extension, and Community Service	
02E .0301 to .0304	▪ Repealed	67
02E .0305	▪ Continuing Education Program Management	68
02E .0306	▪ Human Resources Development Program Continuation	68
.0400	Training for New and Expanded Industry Training	
02E .0401	▪ Training For New And Expanding Industry	68
02E .0402	▪ Work Station Occupational Skills Training	69
02E .0403	▪ Instruction To Captive Or Co-Opted Groups	71
02E .0404	▪ Assistance For Economic Development	71
02E .0405	▪ Training For Public Safety Agencies	72
.0500	Articulation: State Education Systems	
02E .0501	▪ Articulation	74
02E .0502	▪ Repealed	74
.0600	Contract for Educational Services	
02E .0601	▪ Repealed	74
02E .0602	▪ Curriculum Instructional Contract Provisions	74
02E .0603	▪ Repealed	75
02E .0604	▪ Instructional Service Agreements	76

*Note: The contents of Chapter 3 – Miscellaneous Programs (Proprietary Schools) is not included in this document.*

# North Carolina Office of Administrative Hearings

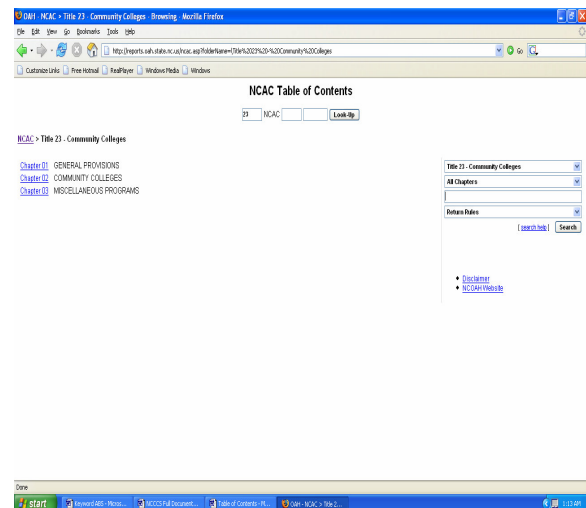
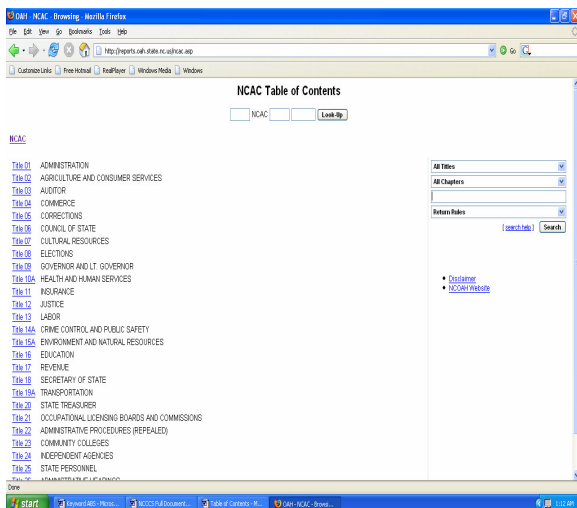
## Accessing the North Carolina Administrative Code Online Instructions

- Step 1: Go to website <http://reports.oah.state.nc.us>
- Step 2: Click on <Rules Division>
- Step 3: Click on <NC Administrative Rules>
- Step 4: Click on <Administrative Code Online>



Step 5: Click on <Title 23 Community College>

Step 6: Click one of the following:  
<Chapter 01 General Provisions>  
<Chapter 02 Community Colleges>  
<Chapter 03 Miscellaneous Programs>



NC Administrative Code – Title 23 Community Colleges

**Reference Guide – Continuing Education**

Below is a quick reference guide that uses keywords and phrases to located policies in the North Carolina Administrative Code that are related to Continuing Education.

<b>Keyword Search</b>	<b>Sub Chapter</b>	<b>Code #</b>	<b>NCAC – Title of Rule</b>	<b>Page</b>
Admission to Colleges	2C	.0301 (a)	Admission to Colleges	18
Admissions – BLET Students	2C	.0301 (b)	Admission to Colleges	18
Admissions – Concurrent Enrollment	2C	.0305 (c)-(d)	Education Services for Minors	20
Admissions – Intellectually Gifted/Mature Students	2C	.0305 (f)	Education Services for Minors	20
Admissions – Minors	2C	.0305 (b)	Education Services for Minors	20
Admissions – Juvenile Justice	2C	.0305 (i)	Education Services for Minors	21
Adult Basic Education (ABE)	2E	.0101 (2)(d)(iii)	Program Classification	57
Adult High School (AHS)	2E	.0101 (2)(d)(i)	Program Classification	56
Adult High School (AHS) – Work Experience	2D	.0324 (e)	Reporting of Student Hours ...	50
Basic Skills Program – Drivers’ Eligibility Certificate	2C	.0308	Drivers’ Eligibility Certificate	21
Basic Skills Programs	2E	.0101 (2)(d)	Program Classification	56
Captive/Co-Opted – ADAP/Sheltered Workshop	2D	.0325 (f)	Limitation in Reporting Student Membership Hours	52
Captive/Co-Opted – Approval Process	2E	.0403	Instruction to Captive/Co-Opted Groups	71
Captive/Co-Opted – Corrections	2D	.0325 (g)	Limitation in Reporting Student Membership Hours	52
Categorical Funded Programs	2D	.0301 (b)(1)	Operating Budget Requests: Distribution of Funds	39
Categorical Funded Programs – FTE	2D	.0326 (c)	Budget FTE Funding	52
Census Date (10%)	2D	.0324 (a)(1)(E)(i)	Reporting of Student Hours ...	48
Clinical Practices	2D	.0324 (d)	Reporting of Student Hours ...	50
Community Service	2E	.0101 (2)(b)	Program Classification	56
Community Service – Driver Education	2D	.0203 (c)	Fees for Extension Programs	37
Community Service – Registration Fees	2D	.0203 (a)(2)	Fees for Extension Programs	36
Compensatory Education (CED)	2E	.0101 (2)(d)(v)	Program Classification	57
Concurrent Enrollment - Minors	2C	.0305 (c)-(d)	Education Services for Minors	20
Contact Hour - FTE	2D	.0324 (b)(3)	Reporting of Student Hours ...	49
Continuing Education	2E	.0101 (2)	Program Classification	56
Continuing Education – Instructional Facilities	2E	.0305 (b)	Continuing Education Program Management	68
Continuing Education – Internal Audit Plan	2E	.0305 (c)	Continuing Education Program Management	68
Continuing Education – Lifelong Learning	2E	.0305 (a)	Continuing Education Program Management	68
Continuing Education – Performance Measures	2E	.0205 (b)	Program Review	67
Continuing Education – Program Review	2E	.0205 (a)	Program Review	67
Course Repetitions	2D	.0325 (a)(9)	Limitation in Reporting Student Membership Hours	51
Course Repetitions – Senior Citizens	2D	.0325 (c)	Limitation in Reporting Student Membership Hours	51
Distance Learning	2D	.0324 (c)	Reporting of Student Hours ...	50
Distance Learning – Instructional Service Agreements	2E	.0604 (d)	Instructional Service Agreements	77
Driver Education Training Course	2D	.0203 (c)	Fees for Extension Programs	37
Drivers’ Eligibility Certificate – Basic Skills	2C	.0308	Drivers’ Eligibility Certificate	21
Educational Guarantee	2C	.0108	Educational Guarantee	12

NC Administrative Code – Title 23 Community Colleges

**Reference Guide – Continuing Education**

<b>Keyword Search</b>	<b>Sub Chapter</b>	<b>Code #</b>	<b>NCAC – Title of Rule</b>	<b>Page</b>
Emergency Medical Services – Agency Training	2E	.0405 (c)	Training for Public Safety Agencies	73
Emergency Medical Services – Instructor Qualifications	2C	.0202 (b)	Faculty	13
English as a Second Language (ESL)	2E	.0101 (2)(d)(iv)	Program Classification	57
Fee Waivers	2D	.0203 (a)(5)	Fees for Extension Programs	36
Fee Waivers – Authorized Groups in G.S. 115B-2	2D	.0203 (a)(5)(C)	Fees for Extension Programs	36
Fee Waivers – Authorized Groups in G.S. 115D-5(b)	2D	.0203 (a)(5)(A)	Fees for Extension Programs	36
Fee Waivers – Civil Preparedness Designees	2D	.0203 (a)(5)(F)	Fees for Extension Programs	36
Fee Waivers – College Staff Members	2D	.0203 (a)(5)(B)	Fees for Extension Programs	36
Fee Waivers – CPR/First Aid Classes for Teachers	2D	.0203 (a)(5)(E)	Fees for Extension Programs	36
Fee Waivers – HRD	2D	.0319	Fee Waivers for the HRD Program	43
Fee Waivers – Local Policy	2C	.0210 (a)(26)	Local College Personnel Policies	17
Fee Waivers – NC Civil Air Patrol	2D	.0203 (a)(5)(F)	Fees for Extension Programs	36
Fee Waivers – Prison Inmates	2D	.0203 (a)(5)(D)	Fees for Extension Programs	36
Fees – Authority to Establish Tuition and Fees	2D	.0201	Authority to Establish Tuition and Fees	32
Fees – Community Service	2D	.0203 (a)(2)	Fees for Extension Programs	36
Fees – Computer Use and Technology Fee	2D	.0201 (c)(3)	Authority to Establish Tuition and Fees	32
Fees – Continuing Education Fee Schedule	2D	.0203 (a)(1)	Fees for Extension Programs	36
Fees – Courses Longer than 21 Weeks	2D	.0203 (a)(4)	Fees for Extension Programs	36
Fees – Parking Fee	2D	.0201 (c)(4)	Authority to Establish Tuition and Fees	32
Fees – Specific Fee	2D	.0201 (c)(1)	Authority to Establish Tuition and Fees	32
Fees – Student Activity Fee	2D	.0201 (c)(2)	Authority to Establish Tuition and Fees	32
Fees – Collection and Deposit	2D	.0205	Deposit of Fees	38
Fees – Damage or Breakages	2D	.0204 (b)	Other Fees	38
Fees – Driver Education	2D	.0203 (c)	Fees for Extension Programs	37
Fees – Equipment	2D	.0204 (a)	Other Fees	38
Fees – GED Official Test	2D	.0204 (d)	Other Fees	38
Fees – Library Fines	2D	.0204 (c)	Other Fees	38
Fees – Military Refunds	2D	.0203 (e)	Fees for Extension Programs	38
Fees – Recreational Courses	2D	.0203 (a)(3)	Fees for Extension Programs	36
Fees – Refunds	2D	.0203 (d)	Fees for Extension Programs	38
Fees – Self-Supported Classes	2D	.0203 (b)	Fees for Extension Programs	37
Fire and Rescue – Agency Training	2E	.0405 (b)	Training for Public Safety Agencies	72
Fire and Rescue – Instructor Qualifications	2C	.0202 (b)	Faculty	13
Focus Industrial Training (FIT)	2E	.0101 (2)(e)(i)	Program Classification	57
FTE – Self-Supported Classes	2D	.0325 (e)	Limitation in Reporting Student Membership Hours	52
FTE – ADAP/Sheltered Workshop	2D	.0325 (f)	Limitation in Reporting Student Membership Hours	52
FTE – Annual Continuing Education FTE	1A	.0101 (7)	Definition	1
FTE – Budget FTE	1A	.0101 (8)	Definition	1
FTE – Budget Projections	2D	.0301 (a)(2)	Operating Budget Requests: Distribution of Funds	39
FTE – Calculations: Contact Hours	2D	.0324 (b)(4)	Reporting of Student Hours ...	49
FTE – Calculations: Membership Hours	2D	.0324 (a)(4)	Reporting of Student Hours ...	48

NC Administrative Code – Title 23 Community Colleges

**Reference Guide – Continuing Education**

<b>Keyword Search</b>	<b>Sub Chapter</b>	<b>Code #</b>	<b>NCAC – Title of Rule</b>	<b>Page</b>
FTE – Categorical Funded Programs	2D	.0326 (c)	Budget FTE Funding	52
FTE – Census Date (10%)	2D	.0324 (a)(1)(E)(I)	Reporting of Student Hours ...	48
FTE – Clinical Practice	2D	.0324 (d)(3)	Reporting of Student Hours ...	50
FTE – Contact Hour	2D	.0324 (b)(3)	Reporting of Student Hours ...	49
FTE – Corrections	2D	.0325 (g)	Limitation in Reporting Student Membership Hours	52
FTE – Course Repetitions	2D	.0325 (a)(9)	Limitation in Reporting Student Membership Hours	51
FTE – Educational Guarantee	2C	.0108 (8)	Educational Guarantee	12
FTE – ICR Report	2D	.0327	Reporting Student Membership Hours to Dept	53
FTE – Instructional Cost	2D	.0326 (a)	Budget FTE Funding	52
FTE – Instructional Cost (Gratis)	2D	.0326 (b)	Budget FTE Funding	52
FTE – Learning Laboratory	2D	.0324 (b)(6)	Reporting of Student Hours ...	49
FTE – Limitations in Reporting Hours	2D	.0325	Limitation in Reporting Student Membership Hours	51
FTE – Membership Hours	2D	.0324 (a)(3)	Reporting of Student Hours ...	48
FTE – Non-Regularly Scheduled Classes (Contact Hours)	2D	.0324 (b)	Reporting of Student Hours ...	49
FTE – Non-Traditional Delivery	2D	.0324 (c)	Reporting of Student Hours ...	50
FTE – Regularly Scheduled Classes (Membership Hours)	2D	.0324 (a)	Reporting of Student Hours ...	48
FTE – Reporting Hours for FTE	2D	.0324	Reporting of Student Hours ...	48
FTE – Reporting Periods	2D	.0327 (a)(1)	Reporting Student Membership Hours to Dept	53
FTE – Student Membership Hour	1A	.0101 (5)	Definition	1
FTE – Submitting ICR to System Office	2D	.0327 (a)(2)	Reporting Student Membership Hours to Dept	53
FTE – Work Experience	2D	.0324 (d)(2)	Reporting of Student Hours ...	50
Funding – Budget FTE Projections	2D	.0301 (a)(2)	Operating Budget Requests: Distribution of Funds	39
Funding – Categorical Funds	2D	.0301 (b)(1)	Operating Budget Requests: Distribution of Funds	39
Funding – Formula Distribution	2D	.0301 (d)	Operating Budget Requests: Distribution of Funds	39
Funding – New and Expanding Industry Training (NEIT)	2E	.0401 (b)	Training for New and Expanding Industry	68
Funding – State Board Reserves	2D	.0301 (c)	Operating Budget Requests: Distribution of Funds	39
GED Official Test – Fees	2D	.0204 (d)	Other Fees	38
General Education Development (GED)	2E	.0101 (2)(d)(ii)	Program Classification	56
Human Resources Development (HRD)	2E	.0101 (2)(f)	Program Classification	57
Human Resources Development (HRD) – Continuation	2E	.0306	HRD Program Continuation	68
Human Resources Development (HRD) – Fee Waivers	2D	.0319	Fee Waivers for the HRD Program	43
ICR Report	2D	.0327 (a)	Reporting Student Membership Hours to Dept	53
ICR Report – Contact Hour Classes	2D	.0327 (b)	Reporting Student Membership Hours to Dept	53
ICR Report – Non-budget FTE Classes	2D	.0327 (c)	Reporting Student Membership Hours to Dept	53
Instructional Cost	2D	.0326 (a)	Budget FTE Funding	52
Instructional Cost (Gratis)	2D	.0326 (b)	Budget FTE Funding	52
Instructional Service Agreements	2E	.0604	Instructional Service Agreements	76
Instructor Qualifications	2C	.0202 (a)	Faculty	13
Instructor Qualifications – Public Safety Training	2C	.0202 (b)	Faculty	13
Intellectually Gifted/Mature Students Under 16 years	2C	.0305 (f)	Education Services for Minors	20
Internal Audit Plan	2E	.0305 (c)	Continuing Education Program Management	68

NC Administrative Code – Title 23 Community Colleges

**Reference Guide – Continuing Education**

<b>Keyword Search</b>	<b>Sub Chapter</b>	<b>Code #</b>	<b>NCAC – Title of Rule</b>	<b>Page</b>
Law Enforcement – Agency Training	2E	.0405 (a)	Training for Public Safety Agencies	72
Law Enforcement – Instructor Qualifications	2C	.0202 (b)	Faculty	13
Learning Laboratory	2E	.0101 (2)(g)	Program Classification	58
Learning Laboratory – FTE	2D	.0324 (b)(6)	Reporting of Student Hours ...	49
Live Projects	2D	.0310	Live Projects	41
Membership Hours – FTE	2D	.0324 (a)(3)	Reporting of Student Hours ...	48
Minors	2C	.0305	Education Services for Minors	20
Minors – Course Offerings	2C	.0305 (g)-(h)	Education Services for Minors	20
Mission Statement (NCCCS)	2B	.0104	Mission of the Community College System	8
New and Expanding Industry Training (NEIT)	2E	.0101 (2)(e)(ii)	Program Classification	57
New and Expanding Industry Training (NEIT) – Funding	2E	.0401 (b)	Training for New and Expanding Industry	68
New and Expanding Industry Training (NEIT) – Purpose	2E	.0401 (a)	Training for New and Expanding Industry	68
Occupational Extension	2E	.0101 (2)(a)	Program Classification	56
Personnel – Employment Categories	2C	.0210 (a)(7)	Local College Personnel Policies	17
Personnel – Establishing Pay Rates	2D	.0101	Establishing Pay Rates	27
Personnel – Hiring Procedures	2C	.0210 (a)(13)	Local College Personnel Policies	17
Public Safety Training – BLET	2C	.0301 (b)	Admission to Colleges	18
Public Safety Training – Emergency Medical Services	2E	.0405 (c)	Training for Public Safety Agencies	73
Public Safety Training – Fire and Rescue	2E	.0405 (b)	Training for Public Safety Agencies	72
Public Safety Training – Instructor Qualifications	2C	.0202 (b)	Faculty	13
Public Safety Training – Law Enforcement	2E	.0405 (a)	Training for Public Safety Agencies	72
Recreational Courses	2D	.0203 (a)(3)	Fees for Extension Programs	36
Refunds	2D	.0203 (d)	Fees for Extension Programs	38
Refunds – Military Registration	2D	.0203 (e)	Fees for Extension Programs	38
Repeat Policy	2D	.0325 (a)(9)	Limitation in Reporting Student Membership Hours	51
Reporting Periods	2D	.0327 (a)(1)	Reporting Student Membership Hours to Dept	53
Self-Supported Classes	2E	.0101 (2)(c)	Program Classification	56
Self-Supported Classes – Fees	2D	.0203 (b)	Fees for Extension Programs	37
Self-Supported Classes – Reporting Hours	2D	.0325 (e)	Limitation in Reporting Student Membership Hours	52
Senior Citizens – Course Repetitions	2D	.0325 (c)	Limitation in Reporting Student Membership Hours	51
Service Areas	2C	.0107	Establishing Service Areas for Colleges	12
Service Areas – Military	2C	.0106	Establishing Military Service Areas	12
Small Business Center (SBC)	2E	.0101 (2)(e)(iii)	Program Classification	57
State Board Reserves – Funding	2D	.0301 (c)	Operating Budget Requests: Distribution of Funds	39
Work Experience	2D	.0324 (d)	Reporting of Student Hours ...	50
Work Station (In-Plant) Training	2E	.0402	Work Station Occupational Skills Training	69

## CHAPTER 1 - GENERAL PROVISIONS

### SUBCHAPTER 1A - ORGANIZATION

#### 23 NCAC 01A .0101 DEFINITIONS

The following terms shall have the following meanings throughout this Title unless the context of a specific rule requires a different interpretation:

- (1) Credit Hours:
  - (a) Credit of one semester hour is awarded for each 16 hours of "class work." Class work is lecture and other classroom instruction. Class work is under the supervision of an instructor.
  - (b) 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.
  - (c) Credit of one semester hour is awarded for each 48 hours of "faculty directed laboratory work." Faculty directed laboratory involves structured and coordinated demonstration by an instructor with immediate student application.
  - (d) Credit of one semester hour is awarded for each 48 hours of "clinical practice." Clinical practice is a structured, faculty-directed learning experience in a health sciences program which develops job proficiency. Clinical practice requires significant preparation, coordination, and scheduling by the faculty and is under the supervision of an instructor or preceptor who is qualified for the particular program.
  - (e) Credit of one semester hour is awarded for each 160 hours of "work experience" such as cooperative education, practicums, and internships. Work experience involves the development of job skills by providing the student with employment that is directly related to, and coordinated with, the educational program. Student activity in work experience is planned and coordinated by a college representative, and the employer is responsible for the control and supervision of the student on the job.
- (2) Full-time Student means a student enrolled in 12 or more credit hours. For the summer session, Full-time Student means a student enrolled in nine or more credit hours.
- (3) Part-time Student means a student enrolled in less than 12 credit hours.
- (4) FTE means one full-time equivalent (FTE) student or 256 student membership hours per semester (based on a typical semester of 16 weeks x 16 student membership hours per week).
- (5) Student Membership Hour means one hour of scheduled class or laboratory for which the student is enrolled. A college shall provide a minimum of 50 minutes of instruction for each scheduled class hour.
- (6) Annual Curriculum FTE means the total of the student hours in membership for fall and spring semesters divided by 512 (256 student hours per semester x 2).
- (7) Annual Continuing Education (non-credit) FTE means the total of the student hours in membership for the three reporting periods divided by 688 (based on two typical semesters of 16 weeks and a typical summer term of 11 weeks). The three reporting periods are fall semester, spring semester, and the summer term.
- (8) Budget Full-time Equivalent (B/FTE). B/FTE means the number of FTE which determines a college's operating budget.

- (9) College means any institution established pursuant to G.S. 115D except for the N. C. Center for Textile Technology.

**23 NCAC 01A .0102      RESERVED FOR FUTURE CODIFICATION**

**23 NCAC 01A .0103      AUTHORITY**

- (a) Each college within the system shall operate under the direction of a board of trustees, a corporate body, which derives its authority from the law and rules of the State Board.
- (b) All power and authority vested by law in the State Board which relates to the internal administration, regulation, and governance of any individual college of the community college system are hereby delegated to the board of trustees of such college with the following exceptions and reservations:
- (1) Power or authority that is non-delegable as a matter of law;
  - (2) Power or authority in matters of systemwide or inter-college importance is reserved for determination by the State Board;
  - (3) The State Board reserves the right to rescind any power or authority as it deems necessary in accordance with G.S. 150B; and
  - (4) The governing authority of the State Board pertaining to the assurance of:
    - (A) fiscal accountability,
    - (B) program accountability, and
    - (C) satisfaction of state priorities.

Note: Substance of former 23 NCAC 2A .0003 and 2B .0303 was incorporated into this Rule.

**23 NCAC 01A .0104      RESERVED FOR FUTURE CODIFICATION**

**23 NCAC 01A .0105      STATE PLANNING**

The State Board shall review the priorities of the system and adopt a system-level plan on at least a biennial basis, coordinated with the budget cycle. The plan shall take into account the current and future needs of the system and clarify the priorities essential to carrying out the mission of the system.

Note: Substance of former 23 NCAC 2B .0204 was incorporated into this Rule.

## **SUBCHAPTER 1B - PROCEDURE**

### **23 NCAC 01B .0101 PETITIONS**

- (a) Any person wishing to request the adoption, amendment, or repeal of a rule made by the State Board, Department of Community Colleges, shall make a request in a petition addressed to:
- System President  
Department of Community Colleges  
200 West Jones Street  
Raleigh, NC 27603-1379
- (b) The petition shall contain the following information:
- (1) either a draft of the proposed rule or a summary of its contents;
  - (2) the statutory authority for the agency to adopt the rule;
  - (3) the reasons for the proposal;
  - (4) the effect of the proposed rule on existing rules;
  - (5) any data supporting the proposal;
  - (6) the effect of the proposed rule on existing practices in the area involved, including cost factors; and
  - (7) the name and address of the petitioner.
- (c) The System President or designee shall determine, based on a study of the facts stated in the petition, whether the public interest will be served by granting the petition. The System President or designee shall consider all the contents of the submitted petition and any additional information deemed relevant.
- (d) Within 120 days of submission of the petition, the State Board or designee shall render a decision. If the decision is to deny the petition, the System President or designee shall notify the petitioner in writing, stating the reason(s) for the denial. If the decision is to approve the petition, the State Board shall publish a notice of rule-making proceedings.

### **23 NCAC 01B .0102 RESERVED FOR FUTURE CODIFICATION**

### **23 NCAC 01B .0103 HEARING OFFICER**

The System President, or one or more hearing officers designated by the System President, shall be hearing officer(s) in a rulemaking hearing.

*History Note: Authority G.S. 143B-10; 150B-21.2;  
Eff. September 1, 1993.*

### **23 NCAC 01B .0104 HEARINGS**

- (a) Any person desiring to make an oral presentation at a public hearing may submit a written copy of the presentation to the hearing officer prior to or at the public hearing.
- (b) Presentations shall not exceed 10 minutes.
- (c) Written comments must be sent to:
- System President  
Department of Community Colleges  
200 West Jones Street  
Raleigh, NC 27603-1379

- (d) The hearing officer shall have control over the rule making hearing, including:
  - (1) the responsibility of having a record made of the hearing;
  - (2) extension of any time allotments;
  - (3) recognition of speakers;
  - (4) prevention of repetitious presentations; and
  - (5) general management of the hearing.
  
- (e) The hearing officer shall ensure that each person attending the hearing is given a fair opportunity to present views, data, and comments.

**23 NCAC 01B .0105 STATEMENT OF REASONS FOR AND AGAINST RULE MAKING DECISION**

- (a) Any person who desires from the System President a concise written statement of the principal reasons for or against the decision by the State Board to adopt or reject a rule may, within 30 days after adoption of a rule, submit a request to:
  - System President
  - Department of Community Colleges
  - 200 West Jones Street
  - Raleigh, NC 27603-1379
  
- (b) The request must be made in writing and must identify the rule or proposed rule involved.
  
- (c) The System President shall issue the statement of reason(s) against the State Board's decision within 45 days after receipt of the request.

**23 NCAC 01B .0106 RECORD OF RULEMAKING PROCEEDINGS**

A record of all rulemaking proceedings conducted by the State Board, including responses to petitions for rulemaking, shall be maintained in the office of the System President and shall be available for public inspection during regular office hours. This record shall include:

- (1) the original petition, if any;
- (2) the notice;
- (3) written presentation or submission;
- (4) a transcript or audio tape of the oral hearing; and
- (5) a final draft of the adopted rule.

**23 NCAC 01B .0107 FEES**

Any person requesting copies of materials from the hearing record shall be charged five cents (\$ .05) per page.

**23 NCAC 01B .0108      DECLARATORY RULINGS**

- (a) The State Board shall have the power to make declaratory rulings. A declaratory ruling means the State Board's determination of the validity of a specific rule or whether a specific statute, rule or order applies to a given set of facts. All requests for declaratory rulings shall be by written petition and shall be submitted to:
- System President  
Department of Community Colleges  
200 West Jones Street  
Raleigh, NC 27603-1379
- (b) Every request for a declaratory ruling must include the following information:
- (1) the name and address of the petitioner;
  - (2) the statute or rule to which the question relates;
  - (3) a concise statement of the manner in which the petitioner is aggrieved by the rule or statute or its potential application to him; and
  - (4) the consequences of a failure to issue a declaratory ruling.
- (c) Whenever the State Board believes that the issuance of a declaratory ruling is undesirable, it shall refuse to issue one. Where a declaratory ruling is deemed inappropriate, the System President or designee shall notify in writing the petitioner, stating reasons for the denial of a declaratory ruling. The State Board may refuse to consider the validity of a rule:
- (1) unless the petitioner shows that the circumstances are so changed since adoption of the rule that such a ruling would be warranted;
  - (2) unless the rule making record evidences a failure by the agency to consider specified relevant factors;
  - (3) unless circumstances stated in the request or otherwise known to the agency show that a declaratory ruling would presently be appropriate.
- (d) Where a declaratory ruling is deemed appropriate, the State Board shall issue the ruling within 60 days of the receipt of the petition.
- (e) A declaratory ruling procedure may consist of written submissions, oral hearings, or such other procedure as may be deemed appropriate, in the discretion of the State Board or its designee in the particular case.
- (f) The System President or his designee may issue notice to persons who might be affected by the ruling that written comments may be submitted or oral presentations received at a scheduled hearing.
- (g) A record of all declaratory ruling proceedings shall be maintained by the System President and shall be available for public inspection during regular business hours. This record shall contain:
- (1) the original request;
  - (2) the reason(s) for refusing to issue a ruling when the request is denied;
  - (3) all written memoranda and information submitted;
  - (4) any written minutes or audio tape or other record of the oral hearing; and
  - (5) a statement of the ruling when the request is granted.

**Notes**

**CHAPTER 2 - COMMUNITY COLLEGES**

**SUBCHAPTER 2A - RULES OF ORGANIZATION**

- 23 NCAC 02A .0101**      **RESPONSIBILITIES OF THE DEPARTMENT OF COMMUNITY COLLEGES**  
(Repealed)
- 23 NCAC 02A .0102**      **ORGANIZATION** (Repealed)
- 23 NCAC 02A .0103**      **AUTHORITY (SUBSTANCE OF THIS RULE IS CONTAINED IN 23 NCAC 1A**  
**.0003)** (Repealed)
- 23 NCAC 02A .0104**      **STATE PRESIDENT: FISCAL DIRECTION AND BUDGET MANAGEMENT**  
(Repealed)
- 23 NCAC 02A .0105**      **RULEMAKING** (Repealed)

**SUBCHAPTER 2B - THE COMMUNITY COLLEGE SYSTEM**

**SECTION .0100 - GENERAL PROVISIONS**

- 23 NCAC 02B .0101**      **POLICY CONCEPT** (Repealed)
- 23 NCAC 02B .0102**      **OBJECTIVES** (Repealed)
- 23 NCAC 02B .0103**      **LEGAL BASIS AND AUTHORITY** (Repealed)

**23 NCAC 02B .0104**      **MISSION OF THE COMMUNITY COLLEGE SYSTEM**

The mission of the North Carolina Community College System is to open the door to high quality, accessible educational opportunities that minimize barriers to post-secondary education, maximize student success, and improve the lives and well being of individuals by providing:

- (1) education, training and retraining for the workforce, including basic skills and literacy education, occupational and pre-baccalaureate programs;
- (2) support for economic development through services to and in partnership with business and industry; and
- (3) services to communities and individuals which improve the quality of life.

**SECTION .0200 - THE NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

- 23 NCAC 02B .0201**      **EVOLUTION** (Repealed)
- 23 NCAC 02B .0202**      **THE COMMUNITY COLLEGE SYSTEM AND VOCATIONAL EDUCATION** (Repealed)
- 23 NCAC 02B .0203**      **ADVISORY COUNCIL: MEMBERSHIP** (Repealed)
- 23 NCAC 02B .0204**      **STATE PLANNING (SUBSTANCE OF THIS RULE IS CONTAINED IN 23 NCAC 1A .0005.)** (Repealed)

**23 NCAC 02B .0205**      **COLLEGE PLANNING**

Each member college of the Community College System shall maintain an ongoing planning process which provides for development of a college plan. As a minimum, college plans shall address program and facility needs; shall include the college's mission, goals and objectives, consistent with the mission of the System and with the State Board's priorities; and shall provide for evaluation of results. Plans shall be submitted to the Department in accordance with its procedures.

**SECTION .0300 - SYSTEM PRESIDENT: AUTHORIZATIONS**

**23 NCAC 02B .0301 PROVISION OF INFORMATION TO THE DEPARTMENT OF COMMUNITY COLLEGES**

The trustees and the president of each college are responsible for seeing that scheduled periodic official reports about the college and any special reports are submitted in a timely manner and in the format prescribed by the System President.

**23 NCAC 02B .0302 NO-COST EXTENSION OF CONTRACTS**

The System President is authorized to extend the completion date, at no additional cost, of any contract which has received prior approval of the State Board when circumstances warrant, provided that no applicable laws or regulations prohibit such an extension. Such an extension shall not exceed six months beyond the completion date approved by the State Board.

**23 NCAC 02B .0303 ADMINISTRATIVE MEMORANDA (Substance of this Rule is contained in 23 NCAC 1A .0003.) (Repealed)**

**SECTION .0400 - INTERNSHIP PROGRAMS**

**23 NCAC 02B .0401 GENERAL (Repealed)**

**23 NCAC 02B .0402 PROCEDURES FOR SELECTION (Repealed)**

Notes

**SUBCHAPTER 2C - COLLEGES: ORGANIZATION AND OPERATIONS****SECTION .0100 - TRUSTEES AND COLLEGES****23 NCAC 02C .0101 AUTHORIZATION**

The boards of trustees of community colleges as bodies corporate are authorized to do all things necessary and proper to organize and operate colleges consistent with the law and the rules of the State Board.

**23 NCAC 02C .0102 NAME**

Trustees of all colleges hereinafter named or renamed shall use the full term, Community College, in the name given the college. Other than the term mentioned in this Rule, the Trustees have full authority to name or rename colleges.

Changes in existing names shall be forwarded to the State Board specifying the specific date of the change prior to the effective date. Conformity shall be required before any state funds are authorized.

**23 NCAC 02C .0103 ROLE (Repealed)****23 NCAC 02C .0104 ORGANIZATION OF INSTITUTIONS (Repealed)****23 NCAC 02C .0105 ESTABLISHING COLLEGES**

A new college operating under Chapter 115D will be called a community college. An application for a new college must come from the county commissioners in the proposed administrative area. The application shall be sent to the state board which may direct the department to cooperate with the applicants in making a survey to determine the following:

- (1) Do the educational needs of the area justify the educational services proposed?
- (2) Can the existing public and private post-secondary institutions in the area meet the needs demonstrated?
- (3) If unmet educational needs exist that could be met by the proposed institution, will the projected student enrollment justify the proposed institution? As a standard, the projected enrollment should be a minimum of 400 full-time equivalent students in curriculum programs within three years after establishment.
- (4) Can adequate local current and capital expense funds be supplied? As a standard, the level of local current operating fund support should be equal to the existing median support for the institutions in the community college system.
- (5) Will the local public school tax support be affected adversely by the local support required for the proposed institution?
- (6) Do the boards of commissioners and boards of education in the area support the application?
- (7) Are the facilities proposed to house the new institution adequate?
- (8) Does the application fit the policy of reasonable geographic distribution in order to meet statewide needs? As a standard, no new institution shall be established within 25 miles of an existing institution within the community college system, except where urban population density or natural barriers become overriding considerations.
- (9) Will adequate state funds become available to support the proposed new institution?
- (10) Can the immediate needs of an area best be served by an extension unit operating under contract with an existing institution?

When the survey is completed, the Department will report to the state board and make its recommendation(s). Representatives of the college and board(s) of county commissioners may appear before the State Board and make a presentation at the meeting that the Department's recommendation is considered. The State Board shall make its recommendation(s) for the establishment of a new college to the General Assembly, including a request for additional funds if needed.

**23 NCAC 02C .0106 ESTABLISHING MILITARY SERVICE AREAS**

Educational programs offered by colleges of the community college system of North Carolina on all military installations will be conducted by the home college. The home college is defined as that college located in the administrative area in which the military installation is based. The home college by written agreement may contract with another college within the community college system to provide any additional educational services which may be required by the military installation located in the home college's area. Priority will be given to adjacent colleges to the military installation to be served.

**23 NCAC 02C .0107 ESTABLISHING SERVICE AREAS FOR COLLEGES**

- (a) The State Board shall assign service areas to colleges for providing education and training services. The initial assignment of service areas to colleges shall take into account the past and present patterns of providing services, including existing agreements between colleges. The State Board may reassign a service area upon the recommendation of the System President. The recommendation shall be based upon an analysis of the service areas involved, including consultation with the presidents of the colleges and the county commissioners of the county(ies) that are affected.
- (b) A college may offer education and training in an area assigned to another college using criteria set forth in 23 NCAC 02E .0604.

**23 NCAC 02C .0108 EDUCATIONAL GUARANTEE**

Local boards of trustees may adopt educational guarantee policies for their colleges. Any educational guarantee policy adopted by a board of trustees shall:

- (1) Be developed in an atmosphere that provides maximum input from faculty, staff, students, employers, university representatives, and community leaders.
- (2) Identify the programs or activities to be guaranteed. This may include the entire program or specific courses. The goal of the system is to include all programs at all community colleges.
- (3) Define the skills, knowledge, or credits to be guaranteed. This may include the guarantee to transfer earned credits taken in transfer programs and the guarantee of technical knowledge and skills needed for successful employment in occupations for graduates.
- (4) Define the population of students who will receive guarantees. This shall include the identification of students, both full-time and part-time, for whom the guarantee applies.
- (5) Define any special conditions of the guarantee. This shall include a time limit and grade achievement.
- (6) Describe how the guarantee may be invoked and how it will be honored.
- (7) Define the educational services or other benefits a student who seeks the guarantee will receive. This may include reimbursement from non-state funds, re-enrollment, tutoring, or counseling.
- (8) State that re-enrolled students shall not pay tuition or fees associated with re-enrollment or other related services. Budget FTE shall not be earned for re-enrolled students.
- (9) Set forth the process to be used by students to invoke the guarantee and the steps to be used by the college to improve the programs in question.

**23 NCAC 02C .0109 WITHHOLDING OF STATE FUNDS OR ADMINISTRATIVE SUPPORT**

- (a) Institutions shall be operated in compliance with G.S. 115D and all rules in this Title. In order for an institution to continue receiving state financial and administrative support, the institution shall:
- (1) Maintain accreditation with the Southern Association of Colleges and Schools and acquire and maintain accreditation or licenses for each program offered which has an individual accreditation or licensure requirement in accordance with G.S. 115D-4.1 and 23 NCAC 02C .0603.

- (2) Employ faculty, assign teaching and non-teaching loads, and provide technical assistance to faculty consistent with the criteria of the Southern Association of Colleges and Schools in accordance with 23 NCAC 02C .0202.
  - (3) Submit required data to the System Office on each of the 12 performance measures and publish the ratings on each measure in accordance with G.S. 115D-31.3 and 23 NCAC 02E .0205.
  - (4) Complete and submit to the System Office all reports conditioned upon receipt of federal funds in accordance with the North Carolina Community College System Annual Reporting Plan.
  - (5) Manage institutional operations and resources consistent with program and revenue audit policies. An institution that receives four program or revenue audit exceptions per year for two consecutive years shall be in violation of this Rule.
  - (6) Report the damage, theft, embezzlement, or misuse of any state-owned personal or real property by institutional officials or employees to the Director of the State Bureau of Investigation in accordance with G.S.114-15.1.
  - (7) Adopt and publish personnel policies addressing the issues listed in Rule 23 NCAC 02C .0210, and submit them to the System President's office.
  - (8) Terminate employment of institutional officials or employees for participation in activities involving moral turpitude.
  - (9) Comply with any request for information, documents, or any other request of the State Board.
- (b) The State Board may withhold funds for the president's salary or terminate state financial and administrative support of any institution that fails to comply with any provision of Paragraph (a) of this Rule.
- (c) In addition, the State financial and administrative support of an institution may be as set out in G.S. 115D-6.

## **SECTION .0200 - PERSONNEL**

### **23 NCAC 02C .0201 ADMINISTRATIVE**

Selection of personnel is the responsibility of the trustees upon the recommendation of the president except for the president who must be approved by the State Board.

### **23 NCAC 02C .0202 FACULTY**

- (a) General
- (1) Colleges shall employ faculty members so as to meet Southern Association of Colleges and Schools' criteria.
  - (2) Colleges shall determine appropriate teaching and non-teaching loads for faculty and for technical assistants to the faculty so as to meet Southern Association of Colleges and Schools' criteria.
  - (3) The Criteria For Accreditation, Commission on Colleges, Southern Association of Colleges and Schools, current edition is hereby adopted by reference including any subsequent amendments and editions of this book to apply to community colleges. Copies of the Criteria for Accreditation may be inspected in or obtained at no cost from the Office of the System President, Department of Community Colleges, 200 W. Jones Street, Raleigh, NC 27603-1379.
- (b) Instructors for Extension Emergency Services Training. All instructors in the area of Emergency Services Training must be qualified as established by the respective emergency services certifying agency. Emergency services training means training delivered to personnel in law enforcement, fire and rescue services, and emergency medical services agencies.

**23 NCAC 02C .0203 AREA COORDINATOR REGULATIONS (Repealed)****23 NCAC 02C .0204 EMPLOYMENT OF RELATIVES**

A college shall not employ two or more persons concurrently who are closely related by blood or marriage in positions which would result in one person of such family relationship supervising another closely related person or having a substantial influence over employment, salary or wages, or other management or personnel actions pertaining to the close relative. "Closely related" is defined to mean mother, father, brother, sister, son, daughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandmother, grandfather, grandson, granddaughter, uncle, aunt, nephew, niece, husband, wife, step-parent, step-child, step-brother, step-sister, guardian or ward. With respect to the concurrent service of closely related persons within the same academic department or other comparable college subdivision of employment, neither relative shall be permitted, either individually or as a member of a committee, to participate in the evaluation of the other relative.

**23 NCAC 02C .0205 EMPLOYMENT AND DISMISSAL POLICIES (Repealed)****23 NCAC 02C .0206 STAFF DEVELOPMENT POLICY (Repealed)****23 NCAC 02C .0207 PURCHASE/COMPUTER HARDWARE: SYSTEM SOFTWARE/STATE CONTRACT**

- (a) The State Board of Community Colleges authorizes the following classes of full-time employees to purchase microcomputers, related peripheral equipment and system software under state contract at state contract prices:
- (1) classroom instructors;
  - (2) other professional personnel in the Department and institutions, including supervisors and administrators, engaged in delivering or supervising classroom instruction, or engaged in curriculum development;
  - (3) other personnel in the Department and the local institutions engaged in delivering services through computer related equipment.
- (b) In addition to any procedures or requirements of the Department of Administration or the State Budget Office, an institutional employee included within a class defined in Paragraph (a) of this Rule who desires to purchase computer equipment or system software under state contract at state contract prices shall submit a request to his president. This request shall contain a certification by the employee that:
- (1) he is a member of one of the classes of employees defined in Paragraph (a) of this Rule;
  - (2) he intends to continue employment with the community college system;
  - (3) the computer equipment or system software to be purchased by the employee will assist the employee in performing his assigned duties or will enable the employee to improve the performance of his assigned duties;
  - (4) the computer equipment or system software to be purchased will not be resold for at least three years from the date of purchase; and
  - (5) the computer equipment to be purchased will not be used primarily for the employee's private benefit.
- (c) Upon receipt of a request from an employee the president shall determine whether the information provided therein by the employee is accurate. If the president is satisfied that the information contained in the request is accurate the president, in accordance with any procedures or requirements established by the Department of Administration or State Budget Office, shall initiate the process for the purchase of the requested computer equipment or system software. A request which is incomplete or which contains inaccurate information shall not be approved by the employee's president.

- (d) Each employee shall be limited to one approved purchase order under the application of this Rule per three year period from the date of first purchase.
- (e) All requests for the purchase of computer equipment or system software shall be submitted on a form prepared by the Department of Community Colleges which incorporates the requirements of Subparagraph (b)(2) of this Rule.
- (f) In addition to any procedures or requirements of the Department of Administration or the State Budget Office, professional personnel in the Department included in Subparagraphs (a)(2) and (3) of this Rule who desire to purchase computer equipment or system software under state contract at state contract prices, shall follow the procedures prescribed by the Department.

**23 NCAC 02C .0208 POLITICAL ACTIVITIES OF EMPLOYEES**

- (a) As an individual, each employee of the community college system retains all rights and obligations of citizenship provided in the Constitution and laws of North Carolina and the Constitution and laws of the United States. Therefore, the State Board encourages employees of the system to exercise their rights and obligations of citizenship.
- (b) Each local board of trustees shall develop a policy on the political activities of its employees, except for the president, that meets the following criteria and submit that policy to the System President to determine if the policy meets these criteria:
  - (1) Employees who decide to run for public offices shall notify the board of trustees through the president of their intentions to run and certify that they will not campaign or otherwise engage in political activities during their regular work hours or involve the college in their political activities.
  - (2) Any employee, who is elected to a part-time public office, shall certify through the president to the board of trustees that the office will not interfere with his carrying out the duties of the position with the college, or request leave.
  - (3) Any employee, who is elected or appointed to a full-time public office or the General Assembly, shall be required to take a leave of absence without pay upon assuming that office. The length of the leave of absence shall be determined by the local board of trustees.
  - (4) Any employee who becomes a candidate for public office shall be prohibited from soliciting support during regular work hours. The employee in question is prohibited from soliciting support on college property unless otherwise authorized by the local board of trustees.
- (c) Political activities of college presidents.
  - (1) Any college president, who decides to run for public office, shall notify the local board of trustees of the intention to run and certify that no campaigning or political activities will be engaged in during regular work hours and that the college will not be involved in the president's political activities.
  - (2) Any college president, who is elected to a part-time public office, shall certify to the local board of trustees that the office will not interfere with carrying out the duties of the college presidency, or request leave.
  - (3) Any college president, who is elected or appointed to a full-time public office or to the General Assembly, shall be required to take a leave of absence without pay upon assuming that office. The length of the leave of absence shall be determined by the local board of trustees.
  - (4) Any college president, who is a candidate for public office, is prohibited from soliciting support during regular work hours. The president in question is prohibited from soliciting support on college property unless otherwise authorized by the local board of trustees. The authorization must be on a case-by-case basis.

- (5) The local board of trustees shall notify the state board if the college president should become a candidate for public office or if the college president is elected or appointed to a public office.
- (d) Definitions as used in this Rule.
- (1) Public office means any national, state or local governmental position of public trust and responsibility, whether elective or appointive, which is created or prescribed or recognized by constitution, statute, or ordinance.
  - (2) Membership in the General Assembly is a full-time public office under this Rule.

**23 NCAC 02C .0209 EVALUATION OF PRESIDENTS**

- (a) Methodology and Instrumentality. Each local board of trustees shall evaluate the performance of its president annually. The evaluation instrument and methodology shall be selected by the local board, but the evaluation shall, at a minimum, include the following categories:
- (1) General administration;
  - (2) Relationships including:
    - (A) Internal relationships with faculty, staff, students, and trustees; and,
    - (B) External relationships with business and industry, the media, governmental bodies, and the general public;
  - (3) Personal attributes;
  - (4) Personnel administration;
  - (5) Fiscal and facilities administration; and,
  - (6) Academic administration.
- (b) Reporting Requirements. Prior to June 30 of each year, each college board of trustees shall, in writing, notify the State Board of the following:
- (1) The time period for which its president was evaluated and the date the evaluation was completed;
  - (2) Description of the methodology used for the evaluation;
  - (3) Certification that the evaluation included a written assessment of the president's performance in each of the categories identified in Paragraph (a) of this Rule;
  - (4) Certification that the full board discussed the evaluation results and the results were discussed with the president; and,
  - (5) Certification that appropriate action, as defined by the local board, has been taken if the president's performance is less than satisfactory in any of the categories identified in Paragraph (a) of this Rule.

**23 NCAC 02C .0210 LOCAL COLLEGE PERSONNEL POLICIES**

- (a) Each local board of trustees shall adopt, publish, and implement personnel policies, consistent with all applicable statutes, rules, and regulations, addressing the following issues:
- (1) Adverse weather;
  - (2) Annual leave (vacation);
  - (3) Drug and alcohol use;
  - (4) Civil leave;
  - (5) Communicable disease;
  - (6) Compensatory leave;

- (7) Definitions of the employment categories and benefits for each:
  - (A) Full-time permanent,
  - (B) Part-time permanent,
  - (C) Full-time temporary, and
  - (D) Part-time temporary;
- (8) Disciplinary action addressing suspension and dismissal;
- (9) Educational leave (reference 23 NCAC 02D .0103);
- (10) Employee evaluation process;
- (11) Employee grievance procedures;
- (12) Employee personnel file;
- (13) Hiring procedures (describing procedures used for employment of both full- and part-time employees);
- (14) Leave transfer;
- (15) Leave without pay;
- (16) Longevity pay plan (reference 23 NCAC 02D .0109);
- (17) Military leave (reference 23 NCAC 02D .0104);
- (18) Nepotism (reference 23 NCAC 02C .0204);
- (19) Non-reappointment;
- (20) Other employee benefits;
- (21) Political activities of employees (reference 23 NCAC 02C .0208);
- (22) Professional development;
- (23) Reduction in force;
- (24) Salary determination methods for full- and part-time employees that address at least the following:
  - (A) Provisions and criteria for salary determination,
  - (B) Requirements for annual salary review, and
  - (C) Establishment of salary formulas, ranges, or schedules;
- (25) Sexual harassment;
- (26) Tuition exemption (reference 23 NCAC 02D .0202);
- (27) Sick leave consistent with provisions of the State Retirement system;
- (28) Secondary Employment that addresses conflict with the employee's primary job responsibilities and institutional resources (the local board of trustees shall approve or disapprove any secondary employment of the president; the president or any member of the college's senior administration designated by the president shall approve or disapprove secondary employment of all full-time employees); and
- (29) Shared leave consistent with provisions of the Office of State Personnel (reference 25 NCAC 01E .1301 through 25 NCAC 01E .1307).

- (b) Each local board of trustees shall submit copies of these policies, including amendments, to the NC Community College System President's office upon adoption.

**23 NCAC 02C .0211 CONTRACT BUY OUTS**

- (a) Contracts entered into by boards of trustees may not be bought out with state funds, unless required by a court of competent jurisdiction. The parties entering into a contract are responsible for implementing the contract. Therefore, should it become necessary to terminate employment prior to the expiration of a contract and if it is necessary to buy out the contract, such payment shall not be paid from state funds.

- (b) An individual in a state-funded position whose employment is terminated prior to the expiration of a contract may not be re-employed by the college to offset the lost wages which the employee would have received under the contract. All efforts shall be made to prevent terminations which require the buying out of contracts.
- (c) If an individual whose employment contract has been terminated enters into another employment agreement with the college, such employment shall be for a salary commensurate with the services being performed. Such employment shall not be to provide the employee the same level of compensation he or she would have received under the former contract.

**SECTION .0300 - STUDENTS**

**23 NCAC 02C .0301 ADMISSION TO COLLEGES**

- (a) Each college shall maintain an open-door admission policy to all applicants who are high school graduates or who are at least 18 years of age. Student admission processing and placement determination shall be performed by the officials of each college. 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 Rule .0305 of this Section.
- (b) 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.
- (c) 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.

**23 NCAC 02C .0302 LOW STUDENT TUITION AND FEES (Repealed)**

**23 NCAC 02C .0303 WORK-STUDY PROGRAM UNDER THE VOCATIONAL EDUCATION ACT (Repealed)**

**23 NCAC 02C .0304 STUDENT LOAN FUNDS FOR VOCATIONAL AND TECHNICAL EDUCATION**

- (a) The loan fund shall be held by the State Board and released by the System President of the Department of Community Colleges to meet loan commitments made by the various institutions.
- (b) The Department of Community Colleges shall disseminate information concerning the Student Loan Fund to all chief administrative officers of technical institutes and community colleges, hereinafter referred to as institutions. The Department of Community Colleges shall prepare news releases, brochures, and other publications interpreting the student loan program.

- (c) Applicants for the loans shall be furnished copies of the governing rules adopted by the board. Recipients of loans, by virtue of having complied with all the requirements for receiving aid, shall thereby be acknowledging their agreement to abide by the purpose of the fund and the rules prescribed by the board. Each institution is responsible for administering the fund and for making and collecting the loans. Periodically, as determined by the System President of the Department of Community Colleges and the State Board, collections on the loans shall be transmitted to the State Board. The institution, through a student loan committee, shall be responsible for the selection of those candidates to be recipients of student loans.
- (d) The System President of the Department of Community Colleges shall request institutions to furnish his office with appropriate enrollment verification that recipients of student loans are full-time students, and other necessary reports and information for proper records and control of total program.
- (e) The State Board shall have authority to revoke any loan if and when it should be determined that:
- (1) The information submitted in support of the application was willfully reported erroneously or incompletely; or
  - (2) The student is not pursuing his work satisfactorily.
- (f) It shall be the responsibility of the loan recipients to keep the chief administrative officers of institutions informed of any change in address, status, or employment.
- (g) Recipients of student loans may be granted financial assistance of not more than three hundred dollars (\$300.00) per academic school year. The number of loans shall be determined by the demand and the availability of funds.
- (h) Recipients of student loans shall execute promissory notes on forms approved by the Attorney General. All student loans shall be evidenced by said notes, approved by and made payable to the institution granting the loan, which shall bear interest at the rate of three and one-half percent per annum. Repayment of such principal together with accrued interest thereon, shall be made over a minimum of five-year repayment period, commencing one year after the maker of the note ceases to be a full-time student in an institution and ending six years after such date. Interest shall accrue from the beginning of such repayment period. In the event the loan recipient acquires a disability as defined in the North Carolina Workers' Compensation Act, or dies, the unpaid indebtedness shall be canceled. In the event a loan recipient fails to maintain a "c" average or permanently withdraws from the institution, the entire indebtedness shall become due payable, with interest commencing on that date.
- (i) Each candidate for a loan must:
- (1) be a resident of North Carolina and be or expect to be a full-time student of the approved institution as defined by the State Department of Community Colleges;
  - (2) declare that he is in need of financial aid to continue his studies as evidenced by information on furnished forms;
  - (3) apply on forms provided by the State Department of Community Colleges;
  - (4) be approved by the institution student loan committee;
  - (5) use the proceeds of the loan only for the payment of tuition and required fees, institutional equipment, materials, and books, board and room, and similar living expenses.
- (j) Applications shall be submitted to the chief administrative officers of institutions on forms prescribed and supplied by the System President of the Department of Community Colleges. Additional forms essential to the operation of the Student Loan Fund may be developed in the discretion of the System President of the Department of Community Colleges.

**23 NCAC 02C .0305 EDUCATION SERVICES FOR MINORS**

- (a) The State Board shall encourage individuals to complete high school before seeking admission to a college.
- (b) A minor, 16 years old or older, may be considered a student with special needs and may be admitted to an appropriate program at a college if the local public or private educational agency determines that admission to the program is the best educational option for the student and the admission of the student to the program is approved by the college. This requirement may be waived if the student has been out of school at least six months and the application is supported by a notarized petition of the student's parent, legal guardian, or other person or agency having legal custody and control. The petition shall certify the student's residence, date of birth, date of leaving school, and the petitioner's legal relationship to the student.
- (c) A high school student, 16 years old or older, based upon policies approved by the local public or private board of education and board of trustees, may be admitted to any curriculum course one hundred level and above or any continuing education course, except adult basic skills, concurrently under the following conditions:
- (1) Upon recommendation of the chief administrative school officer and approval of the president of the college;
  - (2) Upon approval of the student's program by the chief administrative school officer and the president of the college; and
  - (3) Upon certification by the Chief Administrative School Officer that the student is taking the equivalent of one-half of a full-time schedule and is making progress toward graduation.
- (d) High school students, taking courses pursuant to Paragraphs (b) and (c) of this Rule, shall not displace adults but may be admitted any term on a space-available basis to any curriculum course one hundred level and above or any continuing education course, except adult basic skills. Once admitted, they shall be treated the same as all other students.
- (e) Local boards of trustees and local school boards may establish cooperative programs in areas they serve in order to provide college courses to high school students. College credits shall be awarded to those high school students upon successful completion of the courses. Cooperative programs shall be approved, prior to implementation, by the State Board or its designee.
- (f) Students less than 16 years old who are mature enough to function well in an adult education setting and are intellectually gifted as evidenced by a score in the range from the 92<sup>nd</sup> percentile to the 99<sup>th</sup> percentile on an aptitude and an achievement test selected from a list of tests approved by the System Office may be admitted to community colleges. Tests included on the System Office approved list shall be selected from the Mental Measurements Year Book published by the Burds Institute of Mental Measurements. The student shall be ranked by an official of the student's school in the top 10 percent on the following behavioral characteristics: mature, observant, inquisitive, persistent, innovative, analytical, adaptable, leadership, desire to achieve, self-confidence and communications skills. Students less than 16 years old shall not displace adults but may be admitted any term on a space-available basis to any curriculum course one hundred level and above. Students admitted to community colleges under this Paragraph shall pay the same tuition and fees as other curriculum students.
- (g) Except as authorized by G.S. 115D-20(4), colleges shall not start classes, offer summer school courses, or offer regular high school courses for high school students.
- (h) A college may make available to persons of any age non-credit, non-remedial, enrichment courses during the summer period. These courses shall be self-supporting and shall not earn credit toward a diploma, certificate, or degree at the college or high school.

- (i) At the request of the director of a youth development center having custody of juveniles committed to the Department of Juvenile Justice and Delinquency Prevention, a college may make available to these juveniles any course offered by that college if they meet the course admission requirements. The director's request shall include the director's approval for each juvenile to enroll in the course.

**23 NCAC 02C .0306 COMMUNITY COLLEGE CLOSURE: TEACH-OUT PLAN AND RECORDS PRESERVATION**

- (a) Any community college which closes shall inform each student and each applicant of its pending closure at least 90 days prior to closure.
- (b) Prior to closure, college officials shall help students identify equivalent programs and provide assistance in transferring to other community colleges. A student who is displaced due to a community college closing may transfer to any other community college which offers the student's program without loss of credits or quality points. Community colleges shall give priority admission and placement to transfer students who have been displaced due to a community college closing.
- (c) Before closing, the college shall file a copy of all student permanent academic and financial aid records with the Department of Cultural Resources in accordance with the records retention process.

**23 NCAC 02C .0307 DRIVERS' ELIGIBILITY CERTIFICATE (Expired)**

**23 NCAC 02C .0308 DRIVERS' ELIGIBILITY CERTIFICATE**

- (a) Local Boards of Trustees shall be responsible for the issuance of driving eligibility certificates, the timely reporting of dropouts and students unable to make progress toward graduation, and the provision of grievance procedures associated with the issuance of driving eligibility certificates. Local Boards of Trustees shall provide a program which meets the following requirements:
  - (1) The president or the president's designee shall issue a driving eligibility certificate if it is determined that:
    - (A) The student seeking the certificate is currently enrolled in a basic skills program and is making progress toward obtaining a high school diploma or its equivalent. Making progress toward obtaining a high school diploma for a person enrolled in a community college basic skills program is defined as:
      - (i) Attending a basic skills class a minimum of sixty hours per month for a period of six consecutive months; and
        - (I) Demonstrating progress in GED at the end of each six month period by passing a minimum of two GED tests with a score of 40 or higher.
        - (II) Demonstrating progress in Adult High School at the end of each six month period by passing a minimum of two Adult High School units.
        - (III) Demonstrating progress in Adult Basic Education or English as a Second Language at the end of each six month period by one of the following: increase scores on each subsequent standardized test or make progress as documented by teacher assessment.
      - (ii) If a student does not meet the criteria for making progress and attendance during any month, the president or the president's designee shall notify the Division of Motor

- Vehicles the following month that the student no longer meets the requirements for the driving eligibility certificate.
- (B) A substantial hardship would be placed on the person seeking the certificate or the person's family if the person does not receive the certificate. Examples of a substantial hardship include:
    - (i) A parent's inability to drive due to sickness or other impairment and the student is the only person of driving age in the household.
    - (ii) The student requires transportation to and from a job that is necessary to the welfare of his family and is unable by any other means to do so.
  - (C) The person seeking the certificate cannot make progress toward obtaining a high school diploma or its equivalent. The president or the president's designee shall determine, along with input from other basic skills staff, if a student is unable to make progress toward obtaining a high school diploma or its equivalent.
- (2) The President or his designee shall not issue a driving eligibility certificate if it is determined that either after the first day of July before the school year which the student enrolled in the eighth grade or after the student's fourteenth birthday, whichever event occurred first, the student was subjected to disciplinary action as defined in this Subparagraph for any of the enumerated conduct as defined in this Subparagraph. Disciplinary action is defined as:
- (A) An expulsion;
  - (B) Suspension for more than ten consecutive days; or
  - (C) An assignment to an alternative educational setting for more than ten consecutive days, which resulted from any of the enumerated conduct. Enumerated conduct is defined as:
    - (i) The possession or sale of an alcoholic beverage or an illegal controlled substance on school property.
    - (ii) The possession or use on school property of a weapon or firearm that resulted in disciplinary action under G.S. 115C-391(d1), or that could have resulted in that disciplinary action if the conduct had occurred in a public school.
    - (iii) The physical assault on a teacher or other school personnel on school property
- (3) A student who was ineligible for a certificate under Subparagraph (a)(2) of this Rule, is eligible for a certificate when the president or president's designee determines that the student has exhausted all administrative appeals connected to the disciplinary action and that one of the following conditions is met:
- (A) The conduct which resulted in the disciplinary action occurred before the student reached the age of 15, and the student is now at least 16 years old.
  - (B) The conduct which resulted in the disciplinary action occurred before the student reached the age of 15, and at least one year has passed since the student exhausted all administrative appeals connected to the disciplinary action.
  - (C) The student needs the certificate in order to drive to and from school, a drug or alcohol treatment counseling program, or a mental health treatment program, and no other transportation is available.
- (4) A student who was ineligible for a certificate under Subparagraph (a)(2) of this Rule may otherwise be eligible for a certificate if, after six months from the date of the ineligibility, the president or the president's designee determines that:
- (A) The student has displayed exemplary behavior; or
  - (B) The ineligibility was based on a disciplinary action for the possession or sale of an alcoholic beverage or a controlled substance on school property and the president or the president's designee determines that the student has attended and successfully completed a drug or alcohol treatment program.

- (i) Exemplary behavior is defined as the student having no further incidents of misconduct where expulsion, suspension, or an assignment to an alternative educational setting is required.
  - (ii) Attending and successfully completing a drug or alcohol treatment program is defined as a minimum of 12 hours of drug or alcohol treatment counseling or a mental health treatment program. In addition, the treatment counseling program shall have a strong parental involvement focus.
- (b) Any person denied a driving eligibility certificate may appeal that decision through the college's student grievance procedure.
- (c) The president or the president's designee shall notify the Division of Motor Vehicles when a student is no longer exhibiting exemplary behavior or attending and successfully completing a drug or alcohol treatment program as determined above, or when a student officially drops out of school. The president's designee shall be the Basic Skills Director.
- (1) The State Board shall provide to the Basic Skills Director a form for students to provide their written irrevocable consent for a community college to disclose to the Division of Motor Vehicles that the student no longer meets the conditions for a driving eligibility certificate under subparagraphs (a)(1) through (a)(4) of this Rule.
  - (2) This form shall only identify the student, and under which Subsection of this Rule the student is no longer eligible. No other details or information concerning the student's school record shall be released pursuant to this request.

## **SECTION .0400 - LIBRARIES AND LEARNING RESOURCES CENTERS**

**23 NCAC 02C .0401      STANDARDS** (Repealed)

**23 NCAC 02C .0402      CLASSIFICATION SYSTEM** (Repealed)

**23 NCAC 02C .0403      SURPLUS AND IRREPARABLE BOOKS AND BOOK-LIKE MEDIA**

Books and book-like media originally purchased from state or federal funds, when they are no longer desired by an institution shall be de-accessioned at the institution. These materials may be disposed of by the institution through a local sale; through donations to non-profit, tax-exempt organizations or tax-supported agencies or institutions; through public bid sale by the State Surplus Property Agency; or by using other procedures prescribed by the Department. Records and receipts of each sale shall be maintained for auditing purposes.

## **SECTION .0500 - EQUIPMENT**

**23 NCAC 02C .0501      EQUIPMENT PURCHASES**

In order to make the best use of available state appropriations for the acquisition of equipment, to assure each college of its fair share of equipment funds, to achieve full utilization of all idle equipment in the system before similar equipment is purchased for any college, and to arrange for the most effective administration of the equipment program, the following criteria are adopted:

- (1) Equipment (other than purchases from capital improvement funds), library books, and book-like materials provided each college are purchased by funds from the appropriate Budget Code.

- (2) Equipment and library collections for each college will be provided by its annual equipment and library book budgets. The funds allocated each college for equipment and for library collections will be determined by the Department using the "equipment formula" and the "library book formula" and will be submitted to the State Board for approval.
- (3) The board of trustees and the president are responsible for managing and administering the funds provided for equipment and library collections to ensure that the college has the proper equipment and the library collection needed to support the authorized curricula and courses.
- (4) Title to administrative and instructional equipment purchased with state-allocated funds is held by the State Board and will become a part of the community college system equipment inventory. Such equipment will be eligible for transfer to other colleges.

### **23 NCAC 02C .0502 SURPLUS PROPERTY**

The State Board hereby delegates to the local governing boards of the respective colleges the power to dispose of personal property to which the governing boards of the colleges hold legal titles as prescribed by law.

### **23 NCAC 02C .0503 DONATED OR LOANED PROPERTY**

- (a) A board of trustees may accept property donated to the college for any lawful educational purpose that is consistent with the mission and purpose of the community college system.
- (b) Prior to a board of trustees accepting any property that restricts the use of funds derived from the sale or lease of the property, the college shall submit to the Department a copy of the document transferring the property for review.
- (c) Any funds derived from the sale or lease of property donated to a college for a specific educational purpose shall be used to accomplish that purpose.
- (d) A board of trustees may permit a private business enterprise that loans or donates instructional equipment to the college to use the college's facilities to demonstrate the donated or loaned equipment to customers or potential customers of the private business enterprise provided that:
  - (1) The board of trustees develop procedures to regulate the use of its facilities for this purpose;
  - (2) The procedures must comply with G.S. 115D-15;
  - (3) The college provides an annual report to the State Board regarding the use of its facilities for these purposes; and,
  - (4) The lender's or donor's use of the college facilities shall not interfere with the education of students.

### **23 NCAC 02C .0504 ACQUISITION OF EQUIPMENT**

- (a) Boards of trustees may use state funds to support lease purchase and installment purchase contracts to acquire equipment. Contracts that exceed one hundred thousand dollars (\$100,000) or a three-year term shall meet the following conditions:
  - (1) Prior to obligating any state funds, the State Board shall approve each lease purchase or installment purchase contract.
  - (2) Prior to submitting a lease purchase or installment purchase contract to the State Board for approval, the college board of trustees shall have approved the contract.

- (b) A board of trustees shall not have in effect at any one time more than five state-funded contracts which are permitted under this rule.
- (c) The Department shall make an annual report to the State Board on system-wide use of state-funded lease purchase and installment purchase contracts exceeding one hundred thousand dollars (\$100,000) or three-year terms. The report shall include the amount of state funds obligated for the next fiscal year.

**23 NCAC 02C .0505 NONCERTIFIED SOURCE PURCHASES**

- (a) Community colleges and the Center for Applied Textile Technology may purchase the same supplies, equipment, and materials from noncertified sources as provided in G.S. 115D-58.5(b).
- (b) Each college or center shall submit to the Department a semi-annual report showing the number of purchases made from noncertified sources for supplies, equipment, or materials; the amount of funds expended for each purchase; and the amount of funds that would have been expended under state contract.
- (c) The Department shall monitor the use of noncertified source purchases and shall make an annual report to the State Board. The report shall include the number of noncertified source purchases made by the colleges and the Center for Applied Textile Technology and the amount of funds expended.

**SECTION .0600 - COLLEGE EVALUATION**

**23 NCAC 02C .0601 USE OF STANDARDS AND EVALUATIVE CRITERIA (NEW PROGRAMS)** (Repealed)

**23 NCAC 02C .0602 STATE ACCREDITATION OF INSTITUTIONS** (Repealed)

**23 NCAC 02C .0603 ACCREDITATION BY THE SOUTHERN ASSOCIATION**

All colleges shall obtain and maintain regional accreditation by the Southern Association of Colleges and Schools. The System President, when requested, will provide assistance to colleges seeking regional accreditation.

**23 NCAC 02C .0604 PROGRAM REVIEW** (Repealed)

**SECTION .0700 - CIVIL RIGHTS**

**23 NCAC 02C .0701 CIVIL RIGHTS**

- (a) The colleges shall comply with the provisions of the Civil Rights Act of 1964 and other acts banning discrimination because of race, national origin, color, religion, sex, disability, age or political affiliation.
- (b) Compliance Forms. All colleges shall maintain up-to-date compliance forms for the 1964 Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and Title IX of the Education Amendments of 1972.

**23 NCAC 02C .0702      EQUAL EMPLOYMENT OPPORTUNITY**

The employment and assignment of all college personnel shall be solely on the basis of qualifications and without regard to race, national origin, color, religion, sex, disability, age, or political affiliation.

**23 NCAC 02C .0703      EMPLOYMENT OF WOMEN AND MINORITIES IN ADMINISTRATIVE POSITIONS**

The community colleges shall seek to employ women and minorities in administrative positions.

**23 NCAC 02C .0704      ADOPTION OF DESEGREGATION PLAN (Repealed)**

**23 NCAC 02C .0705      PROCEDURES FOR PROVIDING DESEGREGATION IMPACT INFORMATION**  
(Repealed)

**SUBCHAPTER 2D - COMMUNITY COLLEGES: FISCAL AFFAIRS**

**Editor's Note:** Upon review by our staff of the history files for this Subchapter, we have discovered that numbering errors in filing during 1976 and 1977 have resulted in improper publication in the Code. Upon request for certified copies of rules within this Section, only the correct rule will be certified and, in order to insure clarification, all related materials and forms will be attached.

**SECTION .0100 - SALARIES**

**23 NCAC 02D .0101 ESTABLISHING PAY RATES**

- (a) The monthly and annual salaries or hourly rates of pay from state funds for full-time and part-time personnel in community colleges shall be established by the college president and approved by the board of trustees within the budget approved for the college by the State Board and in accordance with the regulations approved by the State Board, except that the state-funded portion of the president's salary shall be approved by the System President in accordance with the state salary schedule for presidents. Salary increases shall be granted annually or upon promotion to a higher position. Legislative increases shall be granted according to requirements set forth by the General Assembly. The State Board shall adopt a minimum and maximum amount of state funds which may be paid to any individual working in a college. Individuals shall be paid no less than the minimum and not more than the maximum amounts at a level determined by the salary approving authority at the college.
  
- (b) All hourly, monthly, and annual salaries for full-time or part-time personnel shall be certified by the president of the college and reported to the System Office.
  
- (c) The State Board shall adopt a state salary schedule for presidents in the system. The System President shall determine the proper placement of a newly-hired president on the state salary schedule based on the size of the college and the individual's years of eligible experience in accordance with the following provisions:
  - (1) For the purpose of this Paragraph, an increment is defined as an additional year of experience on the State salary schedule adopted by the State Board.
  - (2) College size shall be determined by the total FTE served and reported in the enrollment reports furnished the System Office.
  - (3) A president of a post-secondary education institution shall be allowed increments for prior experience on a year-for-year basis for a maximum of 10 years.
  - (4) An executive vice president, vice president, other senior administrator of a post-secondary institution, a state-level administrative department, or a superintendent of a public school system may be given increment experience on the president salary schedule upon recommendation of the board of trustees and approval of the System President as follows:
    - one increment for three years of actual experience;
    - two increments for five years of actual experience;
    - three increments for seven years of actual experience;
    - four increments for 10 or more years of actual experience.
 A president, chief operating officer or chief financial officer of a business or industry may be granted increment experience as provided in this Part.
    - (A) Progression from the minimum or "0" step to the midpoint or step "10" shall be based on additional years of experience;
    - (B) Advancement toward grade maximum after attaining the midpoint of the grade shall be based on merit increases as recommended by the local boards and within state allocations available;
    - (C) Newly-hired presidents shall not receive salary increments for any years in which a salary freeze was in effect for community college presidents.

- (5) Changes in grade levels:
  - (A) Presidents with 0 to 10 years of eligible experience moving to another grade shall be placed in the new grade's range at the current experience level; and
  - (B) Presidents with greater than 10 years of experience moving to a lower grade will receive a salary adjustment only if the current salary exceeds the new salary grade's maximum salary limit, in which case, the salary will be adjusted to the maximum of the new grade.
- (6) Total salary compensation from all sources shall not exceed the maximum for the salary grade as determined by the college's size. Salary compensation is defined as those monies paid from whatever source for which no documentation or expense is required, or which is treated as salary for retirement benefit purposes.
- (7) An interim or acting president's salary will be set at the step of the salary grade for the respective college. Years of eligible experience will be awarded up to 10 years for placement on the appropriate step. However, a board of trustees may grant a college employee appointed interim or acting president a 10 percent salary increase instead of placing the employee on the president's salary schedule.
- (8) Presidential salary grades shall reflect the following:
 

FTE	Minimum	Midpoint	Maximum
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These data shall be increased annually based on legislative action and reviewed no less than every three years to assure their continued national competitiveness.

(d) Post-secondary institution as used in this Rule means a junior college, community college or four-year institution of higher education.

**23 NCAC 02D .0102 SALARY SCHEDULES** (Repealed)

**23 NCAC 02D .0103 EDUCATIONAL LEAVE WITH PAY**

- (a) The term "educational leave" refers to the release from duties or time normally required of a full-time employee in carrying out the full load of responsibilities assigned to further his education.
- (b) Each local board of trustees shall adopt an educational leave policy for employees. State funds may be used to pay employee salaries while they are on educational leave if the following criteria are incorporated in the local board of trustees' policy:
  - (1) The employee is employed full-time on a 9-, 10-, 11-, or 12-month basis.
  - (2) The employee shall be under contract to the college for the next fiscal year.
  - (3) Educational leave shall not exceed one semester per fiscal year.
  - (4) An employee who fails to honor the contract stipulated in Subparagraph (b)(2) of this Rule shall be required to repay the amount expended for the educational leave. If the employee fulfills a portion of the contract before failing to honor the contract, repayment shall be based on a pro-rata portion (e.g., if an employee works 4 months of a 12-month contract, a repayment of 66.7 percent of the educational leave would be required).

**23 NCAC 02D .0104 MILITARY LEAVE**

- (a) The rules concerning military leave, codified as Title 25, Subchapter 1E, Section .0800, are hereby incorporated by reference including any subsequent amendments and editions of these rules to apply to community college system employees.
- (b) Copies of 25 NCAC, Subchapter 1E, Section .0800 may be inspected in or obtained, at no cost, from the Office of the System President, Department of Community Colleges, 200 West Jones Street, Raleigh, North Carolina, 27603-1379.

**23 NCAC 02D .0105 ANNUAL: SICK: MATERNITY: AND FUNERAL LEAVE AND HOLIDAYS** (Repealed)

**23 NCAC 02D .0106 AUDITING SALARY PAYMENTS** (Repealed)

**23 NCAC 02D .0107 CONFERENCE: WORKSHOP: INSTITUTE OR SEMINAR EXPENSES** (Repealed)

**23 NCAC 02D .0108 RE-EMPLOYMENT OF RETIRED PERSONS**

Retired persons may be re-employed in accordance with social security regulations, and policies regulating the State Employees' Retirement System.

**23 NCAC 02D .0109 LONGEVITY PAY PLAN FOR COLLEGE PERSONNEL**

- (a) Employees of institutions in the community college system assigned to permanent full-time or permanent part-time positions shall receive longevity pay if the employees meet the requirements of total qualifying service set forth in this Rule.
- (b) Total service for the longevity pay plan is based on a month-for-month computation of permanent full-time and permanent part-time (20 hours or more, but less than full-time) employment with:
  - (1) an institution in the community college system or a school administrative unit regardless of the source of salary and including state, local or other paid employment.
    - (A) Employment for a school year is equivalent to one full calendar year (credit for a partial year is given on a month-for-month basis).
    - (B) In no event will an employee earn more than a year of total service credit in a 12-month period.
    - (C) If an employee is in pay status (working, exhausting vacation or sick leave, or when on workers' compensation leave or is on authorized military leave) for one-half or more of the regularly scheduled workdays in a month, credit shall be given for the entire month.
  - (2) departments, agencies, and institutions of the State of North Carolina, (e.g., State Department of Administration, State Revenue Department, University of North Carolina, State Department of Community Colleges, State Department of Public Instruction).
  - (3) other governmental units which are now agencies of the State of North Carolina (e.g., county highway maintenance forces, War Manpower Commission, judicial system).
  - (4) county agricultural extension service.
  - (5) local mental health, public health, social services or civil preparedness agencies in North Carolina, if such employment is subject to the State Personnel Act.
  - (6) authorized military leave.
    - (A) Credit for military leave is granted only for persons who were employees of the State of North Carolina or other agencies listed in Paragraph (b) of this Rule who were granted leave without pay:
      - (i) for a period of involuntary service plus 90 days or for a period of voluntary enlistment for up to four years, plus 90 days, so long as they returned to employment in a covered agency within the 90 days; or
      - (ii) for a period of active duty for service, alerts, or required annual training while in the National Guard or in a military reserve program.
    - (B) Employees who enlist for more than four years or who re-enlist shall not be eligible for military leave.
    - (C) Employees hospitalized for a service-connected disability or injury shall be granted additional leave without pay for the period of hospitalization plus 90 days or for 12 months, whichever is shorter. The hospitalization must commence before reinstatement into qualifying service for the provisions of this part to apply.

- (c) Total service for the longevity pay plan does not include:
- (1) Temporary service, that is, service by an employee who works in a temporary position, or who is working temporarily in the absence of a permanent employee on leave of absence, except that temporary service of employees of the General Assembly will be counted and the full legislative terms of the members. Service of legislative interns and pages will not be counted.
  - (2) Periods of out-of-state employment with other states, schools, colleges or universities.
  - (3) Periods of employment with agencies of the federal government.
  - (4) Periods of military service other than those categories described in Subparagraph (b) (6) of this Rule.
  - (5) Periods of employment for employers other than the State of North Carolina even though credit in the North Carolina retirement system has been purchased for such employment.

(d) An employee assigned to a permanent full-time or permanent part-time position is eligible for longevity pay only after the date the employee has completed ten years of total service with a community college, a school administrative unit or an agency.

(e) Annual longevity pay amounts are based on the length of total service to agencies, community colleges, and school administrative units as designated in Paragraph (b) of this Rule and a percentage of the employee's annual rate of pay on the date of eligibility.

- (1) Longevity pay amounts are computed by multiplying the employee's annual base or contract salary rate as of the eligibility date by the appropriate percentage, rounded to the nearest dollar, in accordance with the following table:

Years of Total State Service	Longevity Pay Rate
10 but less than 15 years	1.50%
15 but less than 20 years	2.25%
20 but less than 25 years	3.25%
25 or more years	4.50%

- (2) Longevity pay is not considered a part of annual base or contract pay nor is it to be represented in personnel and payroll records as a part of annual base or contract salary. (Salary increases effective on the same date as the longevity eligibility date shall be incorporated in the base pay before computing longevity).

(f) The payment of longevity pay to eligible employees is automatic. Payment shall be made in a lump sum, subject to all statutory deductions, during the monthly pay period in which the employee has satisfied all eligibility requirements.

- (1) Eligible employees on worker's compensation leave shall receive longevity payment in the same manner as if they were working.
- (2) If an employee retires, resigns, dies, or is otherwise separated on or after the date of becoming eligible for a longevity payment, the full payment shall be made to the employee or to the estate of the employee in case of death.
- (3) If, on the effective date of this policy, an employee has completed the qualifying length of service but is between eligibility dates, longevity payment will be made on the next longevity anniversary date.
- (4) If the employee has worked part but not all of one year since qualifying for longevity payment, the employee shall receive a pro-rata payment in the event of:
  - (A) separation from the institution;

- (B) change in employment status to temporary part-time, or to a position not covered in this policy.
- (5) If an employee separates from a community college and receives a partial longevity payment and is employed by another community college, school administrative unit, or state agency, the balance of the longevity payment shall be made upon completion of additional service totaling 12 months for an employee having a 12-month period of employment, or upon completion of a lesser term for an eligible employee on less than a 12-month period of employment. The balance due is computed on the annual or contract salary being paid at the completion of the requirement.
- (6) If an eligible employee at the time of separation has a fraction of a year toward the next higher percentage rate, payment shall be based on the higher rate; however, the basic eligibility for longevity requirement must have been satisfied before this provision can apply.
- (7) Leave without pay in excess of one-half the work days in a month (with the exception of authorized military leave and worker's compensation leave) will delay the longevity anniversary date on a month-for-month basis.
- (g) Longevity pay shall be made from the same source of funds and in the same pro-rata amounts from which the employee's regular annual salary is paid (e.g. state, federal, local funds).
  - (1) Local trustees may provide longevity payments to employees from other than state allotted funds.
  - (2) Only personnel employed in positions allotted by the formula in Rule 2D .0301(d) of this Subchapter shall receive longevity pay from the longevity reserve. An additional allocation will be made for this purpose.
  - (3) Employees in state-allotted positions paid with state-allotted funds other than regular formula allotments shall receive longevity pay from the same source of funds as their salary payment.
  - (4) Employees paid with the following specified funds shall receive longevity pay from these respective sources:
    - (A) Adult basic education funds,
    - (B) Human resource development funds,
    - (C) New industry funds,
    - (D) JTPA funds,
    - (E) Special allotment funds,
    - (F) Federal vocational educational funds, and
    - (G) Local funds.
- (h) The president of each community college shall:
  - (1) Determine the quantity of qualifying service and the longevity anniversary date for each eligible employee.
  - (2) Furnish to the state board, on forms prescribed by the Department, data necessary for a determination of the cost of the longevity pay plan from state funds.
- (i) The President of the Community College System shall determine the total cost of the longevity pay plan from data submitted by each community college. If funds are not adequate to pay longevity rates established under this Rule, the President of the Community College System shall submit a budget revision to the State Budget Officer requesting additional funds from other available sources within State Aid.

**SECTION .0200 - STANDARD STUDENT FEES**

**23 NCAC 02D .0201 AUTHORITY TO ESTABLISH TUITION AND FEES**

- (a) Authority to Charge. All tuition and registration fees charged to students for applying to or attending any college of the system shall be approved by the State Board. No tuition rate or fee schedule shall be charged without resolution of the State Board specifying the purpose for which the fee is charged.
- (b) Time Due and Deferred Payment. Tuition, registration fees and required academic fees are due and payable at the time of the student's registration. The college shall, with approval of the board of trustees, prescribe written procedures to permit short-term deferred payment or payment in installments; provided, however, that no student shall be permitted to graduate or to register for a new semester unless payment of such outstanding balance has been guaranteed in writing by a financially responsible person or organization. Colleges are authorized to withhold transcripts of grades pending resolution of the outstanding obligations. This statement shall not be construed to prohibit a college's local governing board from adding more stringent provisions.
- (c) Establishing Optional Fees. Optional fees are fees charged to curriculum and continuing education students for items not covered by tuition and registration fees. Funds derived from optional fees shall be deposited in the institutional account and shall be used to directly benefit students. The president shall report any optional fee established by the board of trustees to the System Office's Business and Finance Division on an annual basis. Boards of trustees may establish on an annual basis the following optional fees:
  - (1) Specific Fees. Fees charged to students for items required for individual courses that are considered to be in addition to normal supplies and material the college provides for students such as tools, uniforms, insurance, and certification fees;
  - (2) Student Activity Fee. A fee charged to students to support student activities. The student activity fee shall not exceed the maximum established by the State Board;
  - (3) Computer Use and Technology Fee. A fee charged to students to support the procurement, operations operation, and repair of computers and other instructional technology including supplies and materials that accompany use of the technology. This fee shall not exceed the maximum established by the State Board; and
  - (4) Parking Fee. A fee charged to a student for use of the college's parking facilities.
- (d) Any optional fee established by a college is considered a separate charge to students and shall not be credited as part payment of tuition or registration fees.
- (e) Receipts collected from any optional student fee shall be deposited as State Board regulation shall direct, consistent with state law.
- (f) Nothing in any rule shall be construed to condone or to authorize any practice of depositing receipts from any student tuition or other student fees in a special fund account at a college, except optional fee receipts.
- (g) Optional fee receipts shall not be used for any purpose other than that for which the fee was approved, e.g., computer equipment could not be purchased for staff members using optional fee receipts.
- (h) All fees funds derived from optional fees shall be deposited into a proper college account and all disbursements shall be made by the college business office in accordance with policies adopted by the board of trustees.
- (i) Specific Fees shall be approved by the college board of trustees. Such fees shall reflect the actual cost of items received by the student.

- (j) Students shall be informed of all approximate fees for a course at the time they enroll. Such fees shall be kept to a minimum consistent with the State Board philosophy to keep student costs as low as possible.
- (k) Family Relocation Tuition. Community Colleges may charge in-state tuition to certain out-of-state students who are members of families that were transferred to this state by businesses, industries, or civilian families transferred by the military, for employment. Prior to enrollment, the student shall fulfill the following conditions:
  - (1) Demonstrate that his or her family moved to this state within the preceding 12 months;
  - (2) Present a letter to the institution from the employer on corporate letterhead stating that the employee, through whom the student claims this benefit, relocated to this state for employment with that business, industry, or military establishment;
  - (3) Present proof of his or her familial relationship with the employee unless the student is the employee;
  - (4) Live in the same house with the employee unless the student is the employee;
  - (5) Present evidence that he or she is financially dependent on the employee through which he or she claims this benefit unless the student is the employee; and
  - (6) Comply with the requirements of the Selective Service System, if applicable.

The number of students eligible for in-state tuition under this Rule at a college shall not exceed one percent of the average number of out-of-state students, rounded up to the next whole number, at the college in the academic year immediately preceding enrollment. Eligible students shall be granted this benefit on a first-come, first-serve basis.

**23 NCAC 02D .0202 TUITION AND FEES FOR CURRICULUM PROGRAMS**

- (a) Tuition:
  - (1) Student Residence Classification. The classification of students for tuition purposes shall be made pursuant to G.S. 115B-2, 115D-39, 116-143.1, 116-143.3, and 116-143.5.
  - (2) Tuition Rates In-State:
    - (A) A general and uniform tuition rate is established by the State Board as set by the Legislature for full-time curriculum students per semester or term for North Carolina residents.
    - (B) A North Carolina resident who is a part-time student shall pay a per credit hour rate for curriculum instruction, as established by the State Board, for any semester or term as set by the Legislature.
  - (3) Learning Laboratory. No tuition fees charged.
  - (4) Tuition Creditable Upon Transfer of Student. When a student has paid the required tuition at a college and is given permission to transfer to another college within the system during the academic semester for which the tuition was paid, the college from which the student transfers shall issue to him a statement certifying the amounts of tuition that have been paid, and the college to which he is transferring shall accept such certificate in lieu of requiring payment again. [Also, see 23 NCAC 02D .0323(b)(2) which provides information regarding reporting student hours in membership.]

- (5) Tuition Student Enrolled in More Than One College. Where a student desires to enroll for the same semester at two or more colleges of the system, the total amount of tuition and fees may be paid to the student's "home" college. "Home" college is defined as the college which the student initially registers for classes. The "home" college shall, in that case, assume responsibility for arranging with the other college or colleges for enrolling the student in appropriate classes without further charge. Such arrangement shall be made by exchange of letters between the colleges involved. Student membership hours for instruction received shall, in any event, be reported by the college in which the respective instruction occurred.
- (6) Tuition Rates Out-of-State:
- (A) Any full-time curriculum student who is an out-of-state resident shall pay tuition fees as established by the State Board for each semester or term as set by the Legislature.
  - (B) An out-of-state resident who is a part-time student shall pay a per credit hour rate for curriculum instruction as established by the State Board as set by the Legislature.
- (7) Tuition Waivers:
- (A) Individuals in the categories set forth in G.S. 115D-5(b) shall be exempt from tuition for specialized training courses only, unless otherwise permitted under this Rule.
  - (B) College Staff Members. Full-time college staff members employed for a 9, 10, 11, or 12 month term may enroll in one curriculum or extension course per semester, as well as the summer term, in the system without payment of tuition or registration fee.
  - (C) Basic Law Enforcement Training Program (BLET) for law enforcement officers. All law enforcement officers employed by a municipal, county, state, or federal law enforcement agency when taking courses in a state-mandated BLET training program, are exempt from tuition payment. Also, trainees shall be exempt from BLET class tuition if a letter of sponsorship from a state, county, or municipal law enforcement agency is on file at the college.
  - (D) Individuals meeting the criteria set forth in G.S. 115B-2 shall not be charged tuition.
  - (E) High school students taking courses pursuant to Paragraph (c) (concurrent enrollment) and Paragraph (e) (cooperative high school programs) of 23 NCAC 02C .0305 of this Chapter shall not be charged tuition.
  - (F) Patients in state alcoholic rehabilitation centers shall not be charged tuition.
  - (G) Juveniles committed to the Department of Juvenile Justice and Delinquency Prevention shall not be charged tuition.
  - (H) Prison inmates shall not be charged tuition.
- (b) Pre-Enrollment Deposit. The local board of trustees may establish a pre-enrollment deposit up to a maximum of fifteen dollars (\$15.00). The pre-enrollment deposit, if established, shall be required only when a prospective student has made application for admission and has been accepted. This advance payment is not refundable unless the class(es) fails to materialize or a refund is required by the death of the student. This advance payment shall be deposited to the State Treasurer and credited against the full tuition due from the student during the regular registration period. For the purposes of this Rule, any tuition refund granted shall not include the pre-enrollment deposit of the student unless a refund is granted when a class fails to materialize or because of the student's death.
- (c) Late Enrollment Fee. A late enrollment fee up to five dollars (\$5.00) may be charged curriculum students registering after the specific closing date of registration, with such fees becoming state funds.

(d) Tuition Refunds.

- (1) A refund shall not be made except under the following circumstances:
  - (A) A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester or term as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled due to insufficient enrollment.
  - (B) A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester.
  - (C) For classes beginning at times other than the first week (seven calendar days) of the semester a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.
  - (D) A 100 percent refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class of the academic semester or term or if the college cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class on or before the tenth calendar day of the class.
- (2) To comply with applicable federal regulations regarding refunds, federal regulations supersede the state refund regulations stated in this Rule.
- (3) Where a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.
- (4) For a class(es) which the college collects receipts which are not required to be deposited into the State Treasury account, the college shall adopt local refund policies.

(e) Military Tuition Refund. Upon request of the student, each college shall:

- (1) Grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations then taking place outside the state of North Carolina that make it impossible for them to complete their course requirements; and
- (2) Buy back textbooks through the colleges' bookstore operations to the extent possible. Colleges shall use distance learning technologies and other educational methodologies to help these students, under the guidance of faculty and administrative staff, complete their course requirements.

**23 NCAC 02D .0203 FEES FOR EXTENSION PROGRAMS**

- (a) Registration fees for Non-Curriculum Extension Instruction. For purposes of administration of this Rule, non-curriculum extension instruction means all instruction organized, supervised, or delivered outside the regular curriculum programs offered by the college.
- (1) A registration fee, as established by the State Board, as set by the Legislature shall be charged for each occupational extension class.
  - (2) Each local board shall establish registration fees for Community Service Programs.
  - (3) All recreational courses shall be self-supporting. Colleges shall collect and deposit to a local account fees and other contributions to support entirely the costs of all recreational extension courses taught. Also note Paragraph (e) of Rule .0325 of this Subchapter regarding the reporting of student membership hours for this area.
  - (4) A registration fee shall be charged for each extension class of 21 weeks or less. A registration fee shall be charged each 16 weeks for extension classes lasting longer than 21 weeks.
  - (5) Registration Fee Waivers:
    - (A) Special Extension Training Programs. No registration fees shall be charged students enrolling for special extension training programs that directly relate to job performance set forth in G.S. 115D-5(b).
    - (B) College Staff Members. Full-time college staff members employed for a 9, 10, 11, or 12 month term may enroll in one extension or curriculum course per semester in the system without registration fee or tuition charges.
    - (C) Individuals meeting the criteria set forth in G.S. 115B-2 shall not be charged registration fees.
    - (D) Prison inmates shall not be charged registration fees.
    - (E) Elementary and secondary school teachers who take CPR or first aid classes shall not be charged registration fees.
    - (F) Members of the North Carolina Civil Air Patrol and individuals engaged in civil preparedness who take special extension training courses that directly relate to their job performance shall not be charged registration fees.

- (b) Self-Supported Classes. A college may sponsor self-supporting classes, [see 23 NCAC 02E .0101], deposit income (if any) to a local account, and pay all expenses from the local account. Each student shall pay a pro-rata share of the cost of a self-supporting class. Since the cost for a self-supporting class is not considered a registration fee, the pro-rata cost for any individual or group is not waived under G.S. 115D-5(b) or G.S. 115B-2.
- (1) To promote uniformity in determining cost of the self-supporting classes, direct and indirect costs for these classes are defined as follows:
    - (A) Direct Costs
      - (i) Instructor(s) salary including FICA, travel, and course development costs;
      - (ii) Instructional supplies and materials;
      - (iii) Rental of buildings;
      - (iv) Advertising, printing, postage, and mailing;
      - (v) Equipment;
      - (vi) Refreshments; and
      - (vii) Administrative or clerical costs.
    - (B) Indirect Costs.  
 Indirect costs are the charges for activities and services that support self-supporting classes which cannot be directly and exclusively assigned to a self-supporting class. Examples of indirect costs shall include utilities, custodial and security services, coordination, administration, or clerical, salary and fringe benefits.
  - (2) If self-supporting receipts (all categories: e.g., curriculum, community service) exceed expenditures for the fiscal year the following provisions apply:
    - (A) Surplus funds shall be expended for student financial aid, scholarships, or program improvement. All expenditures shall directly benefit students.
    - (B) Funds derived from self-supporting classes shall not be used for:
      - (i) Supplemental salaries of any personnel;
      - (ii) Administrative support of the college, other than noted above, and only for activities that directly benefit students; and
      - (iii) College entertainment expense. (Educational activities for non-college personnel or college personnel to enhance student success would not be entertainment. Functions in which the primary purpose is fundraising would be entertainment.)
  - (3) Each local board of trustees shall adopt a policy regulating the amount of mark-up the college may charge for a self-supporting class and how surplus funds derived from these classes may be used. Each local board of trustees shall review its policy on self-supporting classes at least once every three years. All expenditures must be consistent with the mission and purpose of the community college system.
- (c) Driver Education. Colleges shall collect a student fee as established by the local board of trustees for the adult driver education training course offered through the community service program.

- (d) **Registration Fee Refunds.** A refund shall not be made except under the following circumstances:
- (1) A student who officially withdraws from an extension class(es) prior to the first class meeting shall be eligible for a 100 percent refund. Also, a student is eligible for a 100 percent refund if an applicable class fails to "make" due to insufficient enrollment.
  - (2) After the respective class begins, a 75 percent refund shall be made upon the request of the student if the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class. Note: This Rule is applicable regardless of the number of times the class meets or the number of hours the class is scheduled to meet.
  - (3) A 100 percent refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class of the academic semester or term or if the college cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class on or before the tenth calendar day of the class.
  - (4) For a class(es) which the college collects receipts which are not required to be deposited into the State Treasury account, the college shall adopt local refund policies.
  - (5) If a student, having paid the required registration fee for a semester or term, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all registration fees for that semester or term may be refunded to the estate of the deceased.
- (e) **Military Registration Fee Refund -** Upon request of the student, each college shall:
- (1) Grant a full refund of registration fees to military reserve and national Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations then taking place outside the state of North Carolina that make it impossible for them to complete their course requirements; and
  - (2) Buy back textbooks through the colleges' bookstore operations to the extent possible.

Colleges shall use distance learning technologies and other educational methodologies to help these students, under the guidance of faculty and administrative staff, complete their course requirements.

### **23 NCAC 02D .0204 OTHER FEES**

- (a) **Equipment Fees.** A local equipment fee may be established, not to exceed the fee charged high school students, in cases where high school buildings and equipment are being used; such fees shall be deposited in the college's local account and paid to the local school unit.
- (b) **Damage or Breakage Fees.** Colleges shall charge no breakage fees, property-damage fee, or laboratory fee to students, except in the case of breakage or damage due to gross negligence or maliciousness. Credit may be withheld until proper payment is made.
- (c) **Library Fines.** All library fines, except book-replacement fines, shall become local funds and be used for improvement of the library.
- (d) **General Educational Development (GED) Fee.** All applicants who take the GED test at official GED Testing Centers in the system are required to pay a seven dollar and fifty cent (\$7.50) fee. This fee shall not be required from individuals incarcerated or receiving treatment in institutions operated by the Department of Correction and the Department of Human Resources.

### **23 NCAC 02D .0205 DEPOSIT OF FEES**

All registration, tuition, and instructional fees and book replacement fines shall become state funds when collected and must be deposited to the credit of the State Treasurer, except as permitted by any other applicable rule.

**SECTION .0300 – BUDGETING, ACCOUNTING, AND FISCAL MANAGEMENT**

**23 NCAC 02D .0301 OPERATING BUDGET REQUESTS: DISTRIBUTION OF FUNDS**

- (a) Projections of full-time equivalent (FTE) students shall be based on the following:
- (1) Curriculum FTE projections shall be based on the academic year (fall and spring semesters).
  - (2) Continuing education FTE projections shall be based on the latest spring, summer, and fall FTE figures. Annual continuing education FTE is determined by totaling the student hours in membership for the three reporting periods and dividing by 688. Note definition of annual continuing education FTE in 23 NCAC 1A .0101(8).
  - (3) Projections shall be made, program by program, as stated in Subparagraphs (a)(1) and (2) of this Rule. If the actual FTE for the semesters needed are not available, the latest actual semester FTE shall be multiplied by the latest five-year retention ratio to determine the appropriate estimates. Retention ratios are FTE comparisons between Fall Semester and the Spring Semester which are used to predict FTE totals when actual figures are not available.
  - (4) The State Board may adjust the projections based on additional factors brought to its attention.
  - (5) The State Board shall adopt an official projection of FTE.
- (b) Appropriation Requests:
- (1) Continuation Budget Requests. The continuation budget request shall be based on the number of FTE and amount per FTE currently appropriated and increases in the continuation budget as directed by the Office of State Budget and Management. Also included in the continuation budget requests shall be continuing categorical programs. Categorical programs are educational programs funded for specific purposes such as new and expanding industry as opposed to general formula programs such as occupational extension.
  - (2) Expansion Budget Requests. The expansion budget request shall consist of at least the following items:
    - (A) an adjustment in the number of FTEs in existing programs based on the difference between the official FTE projections of the State Board and the existing level of FTEs requested in the continuation budget;
    - (B) an adjustment in expenditure per FTE;
    - (C) additional funding for new and special programs of instruction.
- (c) State Board Reserve. A reserve shall be requested from the General Assembly and shall be retained by the State Board for the purpose of making later allocations for feasibility studies, pilot projects, innovative ideas, and start-up of new programs or as otherwise directed by the General Assembly.
- (d) Formula distribution of funds for the current operation budget. Funds appropriated to the State Board for current operation shall be allocated to the system colleges as directed by the General Assembly.
- (e) JTPA Administrative Allotment. Student class hours for class size projects funded by the Job Training Partnership Act (JTPA) shall not be included in the full-time equivalent (FTE) formula for earning budget/FTE. Administrative funds for operating these class size projects shall be allocated on the same basis as all other administrative formula funds.

**23 NCAC 02D .0302 GENERAL PROVISIONS: FORMULA ALLOTMENT OF OPERATING FUNDS**

(Repealed)

**23 NCAC 02D .0303 DISBURSEMENT OF STATE FUNDS**

State funds expended by the colleges shall be disbursed through a disbursing account established for each college with the State Treasurer. The signature of persons authorized to sign vouchers issued on state funds shall be maintained on file with the State Treasurer and the State Board. The State Treasurer will furnish signature cards for this purpose.

**23 NCAC 02D .0304 EXPENDITURES OF STATE FUNDS: ACCREDITATION EXPENSES & DUES**

- (a) Accreditation expenses relative to Southern Association of Colleges and Schools may be paid from state funds within the institution's current allotment. These expenses shall be limited to payment of travel, subsistence, lodging, and honorarium incurred by members of visiting committees, other bona fide representatives, and members of the staff of accrediting organizations. This Rule permits payment of only those expenses for which an institution is customarily invoiced by an accrediting organization following a visit.
- (b) The institution may pay from state funds the required annual dues of the Southern Association of Colleges and Schools, and such institutional association membership dues as the board of trustees deems to benefit the institution. Regarding membership dues in the Southern Association, this Rule applies to annual dues of correspondents and candidates for membership, as well as accredited members.
- (c) The institution may also pay from state funds the fees for accrediting individual programs offered by the institution where such an accreditation is an official prerequisite for the licensing of graduates of such programs by legally designated professional or occupational licensing boards or agencies in the State of North Carolina. State funds may not be used to pay the accreditation costs of any other organizations or agencies.

**23 NCAC 02D .0305 EXPENDITURE OF STATE FUNDS: POSTAGE MACHINES**

State funds may be used to rent postage machines.

**23 NCAC 02D .0306 EXPENDITURE OF STATE FUNDS: GREETING CARDS (Repealed)**

**23 NCAC 02D .0307 EXPENDITURE OF STATE FUNDS: CERTIFICATE COSTS**

Printed certificates, diplomas, or degrees produced through printshops at the institution may be paid from state funds available for Supplies and Materials. If these certificates, diplomas, or degrees are ordered from a commercial printshop, the cost can be a part of the graduation fee charged to the student.

**23 NCAC 02D .0308 EXPENDITURE OF STATE FUNDS: SPECIAL FUNDS**

Expenditure items directly related to operations under a special fund may not be paid from state funds.

**23 NCAC 02D .0309 EXPENDITURE OF STATE FUNDS: TRAVEL AND ALLOWANCES**

Travel regulations governing travel for institutional personnel are published in section number five of the Accounting Procedures Manual published by the State Board. These Regulations can be obtained from the Department of Community Colleges, Raleigh, North Carolina.

**23 NCAC 02D .0310 LIVE PROJECTS**

- (a) Live projects are defined as:
- (1) educational programs in which students, as part of their educational experiences, repair or remodel equipment not owned by the college; or
  - (2) educational programs that produce goods that are sold or services for which charges are made, such goods or services being the normal and necessary product of learning activities of students.
- (b) In the case of (a)(1) of this Rule, the owner of the equipment must supply or pay for all parts required. In the case of (a)(2) of this Rule, the following regulations apply:
- (1) Where federal programs are involved, rules do not permit goods to be sold. In such programs, goods produced may be used for the benefit of the college or donated to another non-profit charitable or educational agency or institution.
  - (2) For live projects that involve the purchase of equipment from the state or federal surplus property agency, the repair of this equipment and its sale as surplus under the rules of the State Division of Purchase and Contract, the proceeds of such sales shall be deposited with the State Board and credited to the equipment budget of the college.
  - (3) In other programs that fall under the above definition of live projects:
    - (A) The local board of trustees shall approve rules, consistent with state laws and rules, covering the disposal of goods and services, charges made, etc.
    - (B) The local board of trustees shall provide that the receipts be deposited to the State Treasurer (unless a "special local" fund account arrangement has been worked out in keeping with rules of the department). Receipts deposited to the State Treasurer under this provision shall be allotted back to the college for expenditures during the same fiscal year.
    - (C) Where a "special local" fund arrangement is set up as provided in (b)(3)(B) of this Rule, all costs made necessary because goods or services are produced and then sold shall be paid from the "special local" account that receives the income. This includes materials used in producing the goods and services, extra personnel required to serve customers, specialized equipment that would not otherwise be required for instruction alone, and other costs directly related to a live project as distinguished from an instructional program that does not produce income. Detailed records must be maintained on the special local fund account in order that periodic financial statements may be prepared and a complete audit of the account made after the close of the fiscal year.
    - (D) Where a "special local" fund arrangement is set up as provided in Part (b)(3)(B) of this Rule, the local board of trustees shall adopt regulations which set forth the purposes for which funds from the special local fund [in excess of those required under Part (b)(3)(C) of this Rule] may be used. Such funds shall not be used to supplement regular salaries of permanent employees whose base salaries are paid from state or local appropriations.
    - (E) Approval as a Special Fund. If a project is expected to continue over an extended period of time or if the cost of providing the goods or services is difficult to trace to a particular patron, the project may be accounted for as a "special fund". Expenses of these projects may be paid out of receipts. The approval of the Department will be required to set up projects as special funds.
- (c) The clientele served in providing clinical experience for students by carrying on live projects shall be limited to students and employees in the system so far as possible. Where, however, outside clients become necessary in order to provide enough experience to carry out educational programs, clients shall be selected from the general public on the basis of standing criteria adopted and published by the college, not inconsistent with State Board rules.

- (d) The above rules, except those under Subparagraph (b)(2) of this Rule, do not apply to the disposal of any state owned equipment, which must be declared surplus and sold by the State Board.

**23 NCAC 02D .0311 HANDLING OVERHEAD RECEIPTS AND ALLOWANCES**

Funds accruing to an institution as federal allowances, including overhead allowances on federal grant projects, veteran student processing per capita allowances work study processing allowances, and similar items and similar allowances derived from private grant projects, shall be deposited in a special local fund to be used by the institution to fund special projects proposed by the institution and approved by the State President consistent with provisions set forth in the Accounting Procedures Manual.

**23 NCAC 02D .0312 BOOKSTORE: VENDING MACHINE**

The board of trustees of each college shall adopt local policies consistent with G.S. 115D-58.13 for the budgeting, accounting and expenditure of funds generated through vending machines and other convenience concession activities. Funds generated through vending facilities, vending machines, and other convenience concession activities shall not be used to supplement the salary of any college president.

**23 NCAC 02D .0313 ACQUISITION OF AUTOMATED DATA PROCESSING (ADP) RESOURCES**

All requests to purchase, lease, or rent automated data processing resources (hardware, software, or services) from any public funds shall be submitted to the Department for approval.

- (1) In submitting a request, the institution shall:
  - (a) anticipate and document through planning the need for ADP resources;
  - (b) prepare specification and an evaluation plan for procurement selection; and
  - (c) evaluate proposals and bids.
- (2) During the initial phase of the approval process, the institution shall contact the department and arrange a conference in order to obtain detailed instructions which must be followed through the acquisition process.
- (3) In addition the conference may also include representatives of the MIS Division of the department of Administration, the Division of Purchase and Contract, and the State Auditor. In some cases, when the acquisition cost is relatively low and/or replacements are being requested the conference may be waived at the department's option.

**23 NCAC 02D .0314 DISTRIBUTION OF FEDERAL VOCATIONAL EDUCATION FUNDS**

Federal funds allocated to the state from the Carl D. Perkins Vocational and Applied Technology Education Act shall be distributed one-third to the community college system and two-thirds to the public school system and in accordance with the approved State Plan. In the event that the community college system or the public school system is unable to use the federal funds as provided for in this Rule as determined by the System President and the State Superintendent, the excess funds may be used by the other system as needed.

- 23 NCAC 02D .0315 FULL-TIME EQUIVALENT STUDENT AND STUDENT HOUR REPORTING** (Repealed)  
**23 NCAC 02D .0316 THE FULL-TIME EQUIVALENT (FTE) SYSTEM** (Repealed)  
**23 NCAC 02D .0317 CATEGORIES OF FULL-TIME EQUIVALENTS** (Repealed)

**23 NCAC 02D .0318 EQUIPMENT BUDGET REQUESTS: DISTRIBUTION OF FUNDS**

The State Board shall approve budget requests and the allotment of funds to colleges for equipment upon recommendation by the Department.

**23 NCAC 02D .0319 FEE WAIVERS FOR THE HUMAN RESOURCES DEVELOPMENT PROGRAM**

- (a) Tuition and fees for enrollment in courses coded in the Master Course List as Human Resources Development shall be waived if the student enrolling meets at least one of the following criteria:
- (1) Is unemployed;
  - (2) Has received notification of a pending layoff;
  - (3) Is working and is eligible for the Federal Earned Income Tax Credit (FEITC); or
  - (4) Is working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines.

Courses included in the Master Course List shall address the six core components set forth in Subparagraph (2)(f) of Rule 02E .0101.

- (b) Students for whom tuition and fees are waived shall sign a form adopted by the State Board of Community Colleges verifying that they meet one of these criteria.

**23 NCAC 02D .0320 LIBRARY BOOK FUNDING SYSTEM AND BUDGETARY APPLICATION**

The State Board shall provide allotment of funds to colleges for library books and non-equipment learning resources upon recommendation of the Department.

**23 NCAC 02D .0321 PAYROLL DEDUCTIONS**

Colleges are authorized to establish voluntary payroll deduction plans for the following:

- (1) premiums for any type of group insurance established and authorized by the laws of the state;
- (2) amounts authorized by members of the State Employee's Credit Union and local teacher's credit union to be deposited with such organizations;
- (3) loans made to employees by credit unions;
- (4) charitable organizations as defined in Section 501(c) (3) of the Internal Revenue Code approved by the local board of trustees subject to rules and regulations adopted by the director of budget; and
- (5) Payroll Savings Plan for United States Savings Bonds as authorized in G.S. 143-304.

The college's finance officer is also authorized to enter into annual contracts, with employees of the college, which authorize the reduction of salaries to provide for the purchase of annuity or retirement income contracts provided that such action has been approved by the board of trustees and otherwise conforms to the provisions of G.S. 115D-25.

**23 NCAC 02D .0322 EXPENDITURE OF STATE FUNDS: EXTENSION TRAVEL: ALLOWANCES (Repealed)**

**23 NCAC 02D .0323 REPORTING OF STUDENT HOURS IN MEMBERSHIP FOR CURRICULUM CLASSES**

- (a) Academic Semester. The academic semester for all credit courses shall be designed so that all classes may be scheduled to include the number of instructional hours shown in the college catalog and the approved curriculum program of study compliance document and reported for FTE purposes (see 23 NCAC 02E .0201(a) and 23 NCAC 02D .0301(a)(3)). Instructional hours include scheduled class and laboratory sessions as well as examination sessions. Length of semesters or courses may vary as long as credit hours are assigned consistent with 23 NCAC 01A .0101 and as long as membership hours are reported consistent with the other provisions of this Rule. Also, note 23 NCAC 02D .0327 which identifies the reporting periods for submission of Institution Class Reports.
- (b) Regularly-Scheduled Classes.
- (1) A class is regularly scheduled if it meets all of the following criteria:
    - (A) assigned definite beginning and ending time;
    - (B) specific days the class meets is predetermined;
    - (C) specific schedule is included on the Institution Master Schedule or other official college documents;
    - (D) class hours are assigned consistent with college catalog and curriculum standard requirements; and
    - (E) identified class time and dates are the same for all students registered for the class excluding clinical or cooperative work experience;
      - (i) Classes which have a regularly scheduled lecture section and a non-regularly scheduled laboratory section shall satisfy this criteria. The census date (10% point) shall be determined from the regularly scheduled portion of the class. Verification of student participation in the laboratory section of the class shall be available for review.
      - (ii) A student shall be considered absent if that student did not attend during the specified times or days the class was scheduled to meet.
  - (2) A student shall be considered to be in class membership when the student meets all of the following criteria:
    - (A) enrolled as evidenced by payment of the applicable tuition and fees, or obtained a waiver as defined in G.S. 115D-5(b);
    - (B) attended one or more classes prior to or on the 10 percent point in the class;
    - (C) has not withdrawn or dropped the class prior to or on the 10 percent point.
  - (3) Definition of a Student Membership Hour. A student membership hour is one hour of scheduled class or laboratory for which the student is enrolled. A college shall provide a minimum of 50 minutes of instruction for each scheduled class hour. A college shall provide sufficient time between classes to accommodate students changing classes. A college shall not report more hours per student than the number of class hours scheduled in the approved curriculum program of study compliance document.
  - (4) Calculation of Student Membership Hours for Regularly Scheduled Classes. Student membership hours are obtained by multiplying the number of students in membership at the 10 percent point in the class by the total number of hours the class is scheduled to meet for the semester as stated in the college catalog and the approved curriculum program of study compliance document (see 23 NCAC 02E .0204(4)).

- (5) Maintenance of Records of Student Membership Hours. Accurate attendance records shall be maintained for each class through the 10 percent point of the class. Attendance records shall be signed by the instructor or lead instructor, verifying their accuracy, and shall be maintained by the college until released from all audits (see the Public Records Retention & Disposition Schedule for Institutions in the Community College System). Student membership hours shall be summarized in the Institution's Class Report and certified by the president or designee. For classes identified as non-traditional delivery (see Subparagraph (e)(1) of this Rule), documentation of student contact prior to the 10 percent point shall be maintained in the same manner as the attendance records mentioned in this Rule.
- (c) Non-Regularly Scheduled Classes.
- (1) A non-regularly scheduled class may include any or all of the following:
    - (A) a class where a definitive beginning and ending time is not determined;
    - (B) a class offered in a learning laboratory type setting (see 23 NCAC 02D .0324(b)(6) for definition of learning laboratory);
    - (C) a class self-paced in that the student progresses through the instructional materials at the student's own pace, and can complete the class as soon as the student has successfully met the educational objectives. Classes offered as independent study are generally offered in this manner;
    - (D) a class in which a student may enroll during the initial college registration period or in which the student may be permitted to enroll at any time during the semester; or
    - (E) any class not meeting all criteria for a regularly scheduled class, as shown in Subparagraph (b)(1) of this Rule, is considered to be a non-regularly scheduled class for reporting purposes. Classes defined as non-traditional (see Paragraph (e) of this Rule) which are identified as a separate student hour reporting category are not subject to the above provisions in Paragraph (c).
  - (2) Definition of Student Membership. A student is considered to be in class membership when the student meets the following criteria:
    - (A) enrolled as evidenced by payment of the applicable tuition and fees, or obtained a waiver as defined in 23 NCAC 02D .0202(a); and
    - (B) attended one or more classes.
  - (3) Definition of a Student Contact Hour. For non-regularly scheduled classes, student contact hour is defined as actual time of student attendance in a class or lab. 60 minutes shall constitute an hour. A college shall not report more hours per student than the number of class hours scheduled in the approved curriculum program of study compliance document.
  - (4) Calculation of Student Contact Hours for Non-Regularly Scheduled Classes. For these classes, actual time of class attendance for each student determined to be in membership shall be reported. Student contact hours for these classes are the sum of all the hours of actual student attendance in a class in a given semester, and shall not exceed the hours in the approved curriculum program of study compliance document. (see 23 NCAC 02E .0204(4)).
  - (5) Maintenance of Records of Student Contact Hours. Accurate attendance records shall be maintained for each class of the nature described in this Rule through the entire semester. Attendance records shall be signed by the instructor or lead instructor, verifying their accuracy, and shall be maintained by the college until released from all audits (see the Public Records Retention & Disposition Schedule for Institutions in the Community College System). Student contact hours shall be summarized in the Institution's Class Report and certified by the president or designee.

- (d) Skills Laboratory or Computer Tutorial Laboratory. Individualized instructional laboratories are similar to learning laboratories (see 23 NCAC 02D .0324(b)(6)) except the participants are curriculum students. Skills labs or computer tutorial labs are remedial or developmental in nature and intended for students who are experiencing academic difficulty in a particular curriculum course. A skills laboratory instructor shall be qualified in the single-subject area of the skills laboratory. A computer tutorial laboratory coordinator need not be qualified in any of the subject area(s) provided in a computer tutorial laboratory. Student contact hours may be reported for budget/FTE when students are required by their instructor to attend either of the laboratories for remedial or developmental work and when the skills laboratory instructors or computer tutorial coordinators are paid with curriculum instructional funds.
- (1) Documentation of instructor referral shall be maintained for auditing purposes. Maintain documentation until released by audit.
  - (2) Homework assignments shall not be reported for budget/FTE. (See 23 NCAC 02D .0325(a)).
  - (3) Calculation of Student Contact Hours for Skills Laboratory or Computer Tutorial Laboratory. For these classes, actual time of class attendance shall be reported; 60 minutes shall constitute an hour. Student hours generated for these types of classes are the sum of all the hours of actual student attendance in a class in a given semester.
- (e) Classes Identified as Curriculum Non-Traditional Delivery.
- (1) Definition. Due to the methodology by which instruction is delivered, non-traditional delivery classes are not consistent with the definitions of regularly scheduled or non-regularly scheduled classes described in this Rule. Non-traditional delivery classes are defined as those classes which are offered through media such as internet, telecourses, videocassette and other electronic media excluding classes offered via the North Carolina Information Highway.
  - (2) For those classes identified as non-traditional delivery, student attendance in class or in an orientation session, submission of a written assignment or submission of an examination, is the basis for the determination of class membership at the 10 percent point of the class. Student membership hours earned in non-traditional delivery classes shall be calculated by multiplying the number of students in membership, as defined in the prior sentence, times the number of hours assigned to the class in official college documents. For these classes, the number of hours assigned shall be consistent with the credit hours assigned according to 23 NCAC 01A .0101, as well as the curriculum standard.
  - (3) Non-traditional instruction delivered is pre-structured into identifiable units. Non-traditional delivery classes do not include classes identified as independent study which are not media based.

- (f) Curriculum Student Work Experience and Clinical Practice. The following criteria apply to the reporting guidelines for students enrolled in curriculum work experience and clinical practice courses, exclusive of work station based training as specified in 23 NCAC 02E .0402. Examples of student work experience include cooperative education, practicums, and internships. Clinical practice refers to work experience in health occupation programs.
- (1) Student membership hours for student work experience and clinical practice shall not generate budget/FTE without prior approval by the System Office for such activities through the appropriate curriculum standard.
  - (2) Work Experience. Work experience for curriculum courses shall earn budget/FTE at the 100 percent rate of assigned work experience hours and shall not exceed a maximum of 320 membership hours per student per semester.
    - (A) These classes shall be coordinated by college personnel paid with college instructional funds and may be located in one or more sites.
    - (B) These classes shall be specified in the approved curriculum of the college consistent with the applicable curriculum standard (see 23 NCAC 02E .0204 (3)(a)(ii)(D)).
    - (C) The college shall maintain documentation of all student work experience hours.
  - (3) Clinical Practice. Curriculum clinical practice, as defined in 23 NCAC 01A .0101, refers to clinical experience in health occupation programs which shall earn budget/FTE at the 100 percent rate for student membership hours. These classes shall be consistent with the curriculum standards set forth in 23 NCAC 02E .0204. The maximum membership hours in a clinical experience which may be reported per student in a given semester is 640. These classes shall be supervised by college instructors who are qualified to teach in the particular program and are paid with college instructional funds. These classes may be located in one or more sites.

**23 NCAC 02D .0324 REPORTING OF STUDENT HOURS IN MEMBERSHIP FOR CONTINUING EDUCATION CLASSES**

- (a) Regularly Scheduled Classes.
- (1) Definition of Regularly Scheduled Class. A class is considered to be regularly scheduled if it meets all of the following criteria:
    - (A) Assigned definite beginning and ending time;
    - (B) Specific predetermined days and time the class meets;
    - (C) Specific schedule is included on the Institution Master Schedule or other official college documents;
    - (D) Class hours are assigned consistent with State Board approval and official college documents; and
    - (E) Identified class time and dates are the same for all students registered for the class excluding clinical or work experience:
      - (i) Classes which have a regularly scheduled lecture section and a non-regularly scheduled laboratory section will satisfy the criteria. The census date (10% point) shall be determined from the regularly scheduled portion of the class. Verification of student participation in the laboratory section of the class shall be available for review; or
      - (ii) A student is considered absent if that student did not attend during the specified times or days the class was scheduled to meet.
  - (2) Definition of Student Membership. A student is considered to be in class membership when the student meets all of the following criteria:
    - (A) Enrolled as evidenced by payment of the applicable registration fees, or obtained a waiver as defined in Paragraph (a) of Rule .0203 of this Subchapter;
    - (B) Attended one or more classes held prior to or on the 10 percent point in the class; and
    - (C) Has not withdrawn or dropped the class prior to or on the 10 percent point of the class.
  - (3) Student Membership Hour. A student membership hour is one hour of scheduled class or laboratory for which the student is enrolled. A college shall provide a minimum of 50 minutes of instruction for each scheduled class hour. A college shall not report more hours per student than the number of class hours scheduled in official college documents. Colleges shall not report more hours per student than the number of hours specified in the instructor's contract.
  - (4) Calculation of Student Membership Hours for Regularly Scheduled Classes. Student membership hours are obtained by multiplying the number of students in membership at the 10 percent point in the class by the total number of hours the class is scheduled to meet as stated in official college documents.
  - (5) Maintenance of Records of Student Membership Hours. Accurate attendance records shall be maintained for each class. Attendance records shall be signed by the instructor or lead instructor, verifying their accuracy, and shall be maintained by the college until released from all audits as provided in the Public Records Retention & Disposition Schedule for Institutions in the Community College System. Student membership hours shall be summarized in the Institution's Class Report and certified by the president or designee.

- (b) Non-Regularly Scheduled Classes.
- (1) Definition of Non-Regularly Scheduled Class. A non-regularly scheduled class may include any or all of the following:
    - (A) A class where a definitive beginning and ending time is not determined;
    - (B) A class offered in a learning laboratory type setting (see Subparagraph (b)(6) of this Rule for definition of learning laboratory);
    - (C) A self-paced class where the student progresses through the instructional materials at the student's own pace, and can complete the courses as soon as the student has successfully met the educational objectives. Classes offered as independent study are generally offered in this manner;
    - (D) A class in which a student may enroll during the initial college registration period or in which a student may be permitted to enroll at any time during the semester; or
    - (E) Any class not meeting all criteria for a regularly scheduled class as shown in Subparagraph (a)(1) of this Rule, is considered to be a non-regularly scheduled class for reporting purposes. Note classes defined as non-traditional (see Paragraph (c) of this Rule) which are identified as a separate student hour reporting category are not subject to the provisions in Paragraph (b) of this Rule.
  - (2) Definition of Student Membership. A student is considered to be in class membership when the student meets the following criteria:
    - (A) Enrolled as evidenced by payment of the applicable registration fees, or obtained a waiver as defined in Paragraph (a) of Rule .0203 of this Subchapter; and
    - (B) Attended one or more classes.
  - (3) Definition of Student Contact Hour. A student contact hour is one hour of student attendance in a class for which the student is in membership as defined in Subparagraph (b)(2) of this Rule. Sixty minutes shall constitute an hour.
  - (4) Calculation of Student Contact Hours for Non-Regularly Scheduled Classes. For these classes, actual time of class attendance for each student determined to be in membership shall be reported. Sixty minutes shall constitute an hour. Student contact hours for these classes are the sum of all the hours of actual student attendance in a class in a given semester.
  - (5) Maintenance of Records of Student Contact Hours. Accurate attendance records shall be maintained for each class. Attendance records shall be signed by the instructor or lead instructor, verifying their accuracy, and shall be maintained by the college until released from all audits as provided in the Public Records Retention and Disposition Schedule for Institutions in the Community College System. Student membership hours shall be summarized in the Institution Class Report and certified by the president or designee.
  - (6) Learning Laboratory. Learning laboratory programs consist of self-instruction using programmed text, audio-visual equipment, and other self-instructional materials. A learning laboratory coordinator has the function of bringing the instructional media and the student together on the basis of objective and subjective evaluation and of counseling, supervising, and encouraging persons working in the laboratory. Contact hours shall be calculated as noted in Subparagraph (b)(4) of this Rule.

- (c) Classes Identified as Extension Non-Traditional Delivery.
- (1) Definition. Due to the methodology by which instruction is delivered, non-traditional delivery classes are not consistent with the definitions of regularly scheduled or non-regularly scheduled classes described in this Rule. Non-traditional delivery classes are defined as those classes which are offered through media such as internet, telecourses, videocassette, and other electronic media excluding classes offered via the North Carolina Information Highway.
  - (2) For those classes identified as non-traditional delivery, student attendance in class or in an orientation session, submission of a written assignment or a submission of examination is the basis for the determination of class membership at the 10 percent point of the class. Student membership hours in such classes shall be calculated by multiplying the number of students in membership, as defined in the prior sentence, times the number of instructional hours delivered which are determined as follows:
    - (A) Determine the number of hours of instruction delivered via non-traditional delivery; and
    - (B) Add the number of hours of class meetings.
- (d) Extension Student Work Experience and Clinical Practice. The following criteria apply to the reporting guidelines for students enrolled in extension work experience and clinical practice courses, exclusive of work station based training as specified in 23 NCAC 02E .0402. To be eligible for approval, these work experience or clinical practice courses shall be required by a licensing agency or accrediting body. Examples of student work experience include cooperative education, practicums, and internships.
- (1) Student membership hours for student work experience and clinical practice shall not generate budget FTE without prior approval of such activities by the System Office. When the number of approved student work experience membership hours increases by more than 30 percent per course, a new request for approval shall be submitted.
  - (2) Work Experience. Work experience for extension courses shall earn budget/FTE at the 100 percent rate for student membership hours, as required by a licensing agency or accrediting body. These classes shall be coordinated by college personnel paid with college instructional funds and may be located in one or more sites.
  - (3) Clinical Practice. Clinical practice, as defined in 23 NCAC 01A .0101, refers to clinical experience in health occupation courses which shall earn budget/FTE at the 100 percent rate for student membership hours, as defined in Subparagraph (a)(3) of this Rule, and shall not exceed a licensing agency or accrediting body requirements. These classes shall be supervised by college instructors who are qualified to teach in the particular program and who are paid with college instructional funds. These classes may be located in one or more sites.
- (e) The Adult High School Diploma work experience shall not exceed 160 hours per student.

**23 NCAC 02D .0325      LIMITATION IN REPORTING STUDENT MEMBERSHIP HOURS**

- (a) Student hours shall not be reported for budget/FTE which result from:
- (1) Conferences or visits. General types of meetings usually of one or more day's duration, attended by a fairly large number of people. A conference or visit may have a central theme, but is loosely structured to cover a wide range of topics. The emphasis is on prepared presentations by authoritative speakers, although division into small group sessions for discussion purposes is often a related activity.
  - (2) Seminars or Meetings. A small group of people meeting primarily for discussion under the direction of a leader or resource person or persons. Seminars and meetings are generally one-time offerings even though they may continue for more than one day.
  - (3) Programs of a service nature rather than instructional classes.
  - (4) Enrollment of high school students not in compliance with 23 NCAC 2C.0301 and 2C.0305.
  - (5) Unsupervised classes.
  - (6) Proficiency or challenge exams except that the actual time required to take the exam may be counted in membership; students shall be registered in the class consistent with Paragraph (a) of Rules .0202 and .0203 of this Subchapter.
  - (7) Homework assignments.
  - (8) Inter-institutional or intramural sports activities including those of prison inmates.
  - (9) Effective July 1, 1993, no budget/FTE shall be generated by occupational extension students after their first repetition of an occupational extension course. Students who take an occupational extension course more than twice within a five-year period shall pay their cost for the course based on the amount of funds generated by a student membership hour for occupational extension multiplied by the number of actual hours the class is to be taught. These students shall not generate budget/FTE. The funds collected from these students shall be used by the colleges to offer additional educational courses. This Subparagraph does not apply to fire, rescue, or law enforcement training courses taken by fire, rescue, or law enforcement personnel.
- (b) A statement on occupational extension course repetitions consistent with the requirements of this rule shall be included in college advertisements, schedules and catalogs. Students shall be notified during registration that they will be charged the full cost of courses which they have taken twice within a five-year period and in which they wish to enroll. Students shall be primarily responsible for monitoring course repetitions; however, the colleges shall review records and charge students full cost for courses taken more than twice.
- (c) Senior citizens who are legal residents of North Carolina and who wish to enroll in an occupational extension course, shall not be required to pay for taking the course twice. Senior citizens who take an occupational extension course more than twice within a five-year period shall pay their cost for the course based on the amount of funds generated by a student membership hour for occupational extension multiplied by the number of actual hours the class is to be taught. These senior citizens shall not generate budget/FTE. The funds collected from these senior citizens shall be used by the colleges to offer additional educational courses.
- (d) Students may repeat occupational extension courses more than once if the repetitions are required for certification, licensure, or recertification. The colleges shall submit annual reports to the State Board of Community Colleges naming the students and the certification, licensure or recertification requirements that necessitated the repetition.

- (e) Self-supporting classes shall not be reported for regular budget purposes (those classes supported by student fees or a class in which instruction is provided gratis); all recreational extension classes fall in this category.
- (f) Occupational extension instruction shall not be offered in sheltered workshops and adult developmental activity centers (ADAP) except sheltered workshops and ADAP centers may contract with the community college to provide occupational extension courses on a self-supporting basis.
- (g) Educational programs offered in a correctional department setting shall report full-time equivalent (FTE) student hours on the basis of contact hours.

**23 NCAC 02D .0326 BUDGET FTE FUNDING**

- (a) All student membership hours generated by the college for a given class shall be counted for budget FTE purposes provided 100 percent of the instructional cost is paid from college funds (funds budgeted through the college's budget including State Current, County Current, or College Funds). These provisions apply to all instructional contracts which generate budget FTE including Basic Skills classes. For purpose of this Rule, instructional cost includes the salary of the instructor(s) as well as fringe benefits, supplies, materials, and travel paid from college funds. College-sponsored instruction shall not supplant existing training which may take place without the college's involvement. Following are Rule applications:
  - (1) A company or entity may reimburse the college for a given class up to 50 percent of the instructional cost. The student hours in membership generated in the class may be reported for budget FTE. If the college is reimbursed for more than 50 percent of the instructional cost for a given class, student hours in membership reported for the class shall be prorated in the same proportion as the college funding. If the college is reimbursed for 100 percent of the instructional cost, the class would be gratis [see Paragraph (b) of this Rule] and no budget FTE would be generated.
  - (2) In cases where a company or entity donates funds to a college with no expectation for instruction in return, these funds shall be treated as college funds and may be used to generate budget FTE.
  - (3) The community college shall not contract with a company or entity to provide training to its current employees except as provided by provisions set forth in 23 NCAC 02E .0402.

Note: Contracted training does not have to be defined as work station occupational skills training in order for 23 NCAC 02E .0402(c) to apply for reimbursement purposes.

- (b) Any class for which the instructor's services are provided at no cost or for which the instructional cost is paid totally and directly by an external agency is a "gratis" class. In this situation, the class is reported as self-supporting, and does not generate budget/FTE. If a portion of the class is gratis, student hours shall be prorated accordingly.
- (c) Categorical state allotments to colleges, except literacy and Human Resources Development, such as Small Business, Focused Industrial Training, Community Service, and Block Grants do not earn budget/FTE and are not subject to the provisions of this Rule.

**23 NCAC 02D .0327 REPORTING STUDENT MEMBERSHIP HOURS TO THE DEPARTMENT**

- (a) Curriculum and extension college class reports summarizing student membership hours shall be submitted to the Department during each student membership hour reporting period defined in this Paragraph.
- (1) The three student membership hour reporting periods are as follows:
    - (A) Period 1 - (Spring Period): January 1 - May 15;
    - (B) Period 2 - (Summer Period): May 16 - August 14;
    - (C) Period 3 - (Fall Period): August 15 - December 31.
  - (2) College class reports for all regular budget curriculum and extension classes shall be submitted 21 calendar days after the conclusion of each student reporting period defined in Subparagraph (a)(1) of this Rule. Note the following schedule concerning application of the designated periods:
    - (A) all reports received by June 5 shall be designated Period 1;
    - (B) all reports received by September 4 shall be designated Period 2; and
    - (C) all reports received by January 21 shall be designated Period 3.
- (b) For learning laboratories, skills laboratories, multi-entry, multi-exit and other non-regularly scheduled classes where actual student time in class is determined, student contact hours shall be calculated on the last day of each respective student membership hour reporting period for a given class and submitted to the Department according to Subparagraphs (a)(1) and (a)(2) of this Rule. Also, note Paragraphs (b) and (c) of Rule .0323 and Paragraphs (a) and (b) of Rule .0324 regarding calculation of student membership hours.
- (c) College class reports for non-regular budget extension classes such as new and expanding industry, HRD, JTPA, self-supporting, and recreational shall also be submitted to the Department in accordance with Subparagraphs (a)(1) and (a)(2) of this Rule.

**23 NCAC 02D .0328 THE FULL-TIME EQUIVALENT (FTE) SYSTEM (Repealed)**

**SECTION .0400 - REPORTING OF STUDENT HOURS IN MEMBERSHIP (Repealed)**

- 23 NCAC 02D .0401 REPORTING OF STUDENT HOURS IN MEMBERSHIP: PURPOSE**  
**23 NCAC 02D .0402 INSTRUCTIONS**  
**23 NCAC 02D .0403 PROCEDURES FOR CLASSES GREATER THAN A QUARTER IN LENGTH**  
**23 NCAC 02D .0404 SPECIAL REPORTING PROCEDURES FOR CETA PROGRAMS**  
**23 NCAC 02D .0405 SUBMISSION OF REPORTS**  
**23 NCAC 02D .0406 PRORATION PAID FROM NON-INSTRUCTIONAL FUNDS**  
**23 NCAC 02D .0407 HOURS OF GENERAL EDUCATION AND SPECIAL CREDIT STUDENTS**  
**23 NCAC 02D .0408 CORRECTIONS**

**SECTION .0500 - CALCULATION OF STUDENT HOURS IN MEMBERSHIP (Repealed)**

- 23 NCAC 02D .0501 STUDENTS IN MEMBERSHIP IN NORMALLY SCHEDULED COURSES**  
**23 NCAC 02D .0502 HOURS IN NORMALLY SCHEDULED CLASSES AND OPEN LABORATORIES**  
**23 NCAC 02D .0503 WORK EXPERIENCES**  
**23 NCAC 02D .0504 ALL OTHER TYPES OF COURSES**  
**23 NCAC 02D .0505 LIMITATION OF HOURS WHICH MAY BE REPORTED**

**SECTION .0600 - CAPITAL CONSTRUCTION**

**23 NCAC 02D .0601 APPROPRIATION REQUESTS AND ALLOCATION POLICY**

The State Board shall approve appropriation requests and the allotment of funds to colleges for capital improvements based on need and utilization of space.

**23 NCAC 02D .0602 CAPITAL PROJECT APPROVAL AND OBTAINING CAPITAL FUNDS**

The State Board is charged with the responsibility to approve sites and building plans, among other things, for all colleges, regardless of source of funds.

**23 NCAC 02D .0603 SITES: LOCAL ZONING PROTECTION (Repealed)**

**23 NCAC 02D .0604 LIFE-CYCLE COST ANALYSIS (Repealed)**

**23 NCAC 02D .0605 OPEN-END DESIGN AGREEMENTS**

A board of trustees of a community college may enter into open-end design agreements subject to the following limitations:

- (1) The open-end design agreement must be publicly announced in a manner reasonably expected to inform interested designers of the college's need for an open-end agreement for designer services.
- (2) Designers or consultants for open-end design agreements shall be selected in accordance with the college's designer selection procedures for minor projects.
- (3) The total estimated cost of each small project shall not exceed the maximum expenditure established by G.S. 143-64.34(c) for each small project that can be designed using the services of a designer secured through an open-end design agreement.
- (4) The initial term of the open-end design agreement shall be the same as the initial term established for fixed term contracts in 01 NCAC 30D .0302(f).
- (5) Design fees for any single project designed under an open-end design agreement shall not exceed the single project monetary limit established for a fixed term contract by 01 NCAC 30D .0302(f).
- (6) Regardless of the number of projects during the initial term of an open-end design agreement, the total amount of fees paid under an open-end design agreement during its initial term shall not exceed the maximum fees payable under a fixed term contract during the fixed term contract's initial year as established by 01 NCAC 30D .0302(f).
- (7) A board of trustees of a community college may extend the initial term of the original open-end design agreement for a maximum of one additional year.
- (8) The maximum amount payable under an open-end design agreement during any additional term after the initial term shall not exceed the maximum amount payable under a fixed term contract during any additional term after the initial term as established by 01 NCAC 30D .0302(f).
- (9) If the term of an open-end design agreement is extended for one additional year and regardless of the number of projects, the sum of the fees paid for the initial term of the agreement and for the year long extension shall not exceed the limitation established by the State Building Commission for the maximum amount payable under fixed term contracts in 01 NCAC 30D .0302(f).
- (10) A community college shall not have more than one open-end design agreement with the same firm at the same time.

**SUBCHAPTER 02E – EDUCATIONAL PROGRAMS****SECTION .0100 - PROGRAM CLASSIFICATION: DEGREES: DIPLOMAS AND CERTIFICATES****23 NCAC 02E .0101 PROGRAM CLASSIFICATION**

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

- (1) Curriculum Programs:
  - (a) A curriculum program is an organized sequence of courses leading to an associate degree, a diploma, or a certificate. All curriculum programs are designed to provide education, training, or retraining for the work force.
    - (i) Associate degree programs are planned programs of study culminating in an associate in applied science, associate in arts, associate in fine arts, associate in science, or associate in general education 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, associate in science, and associate in fine arts degree programs are designed to prepare students for transfer at the junior level to institutions offering baccalaureate degrees.
      - (C) The associate in general education degree programs are designed for students who desire a general liberal arts education.
    - (ii) The diploma programs are designed to 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.
    - (iii) The certificate programs are designed to lead to employment or to 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.
  - (b) Developmental Education programs consist of courses and support services which include diagnostic assessment and placement, tutoring, advising, and writing assistance. These programs are designed to address academic preparedness, workforce retraining, development of general and discipline-specific learning strategies, and affective barriers to learning. Developmental courses do not earn credit toward a degree, diploma, or certificate.

- (2) Continuing Education Programs:
- (a) Occupational Extension courses consist of single courses, each complete in itself, designed for the specific purposes of training an individual for full- or part-time employment, upgrading the skills of persons presently employed, and retraining others for new employment in occupational fields.
  - (b) Community Service:
    - (i) Community Service courses consist of single courses, each complete in itself, that focus on an individual's personal or leisure needs rather than occupational or professional employment.
    - (ii) The cultural and civic, and visiting artist component of this program meets community needs through lecture and concert series, art shows, the use of college facilities by community groups, providing speakers to community organizations, and providing visiting artist activities for college communities. Visiting artists may be provided an opportunity to work as artists in residence to enhance local arts resources and promote the various visual, performing and literary arts in communities throughout North Carolina.
  - (c) Self-Supporting Programs:
    - (i) A self-supporting course is not reported to the state for budget FTE since the cost of conducting the course is paid by students enrolled.
    - (ii) Recreational programs are self-supporting courses which the college may provide at the request of the community but for which the college receives no budgetary credit. Funds appropriated as operating expenses for allocation to the colleges shall not be used to support recreation courses. The financing of these courses by a college shall be on a self-supporting basis, and membership hours produced from these activities shall not be counted when computing full-time equivalent students for use in budget-funding formulas at the state level.
  - (d) Basic Skills Programs. The State Board and the community college system shall encourage persons to complete high school rather than seek testing for the High School Diploma Equivalency.
    - (i) High School Equivalency programs consist of classroom instruction, learning laboratory courses, or a combination of activities designed to qualify a student for an adult high school diploma. An Agreement of Affiliation with a local public school system is required for minors sixteen or seventeen years old. No agreement is required for adults eighteen years old and older.
    - (ii) General Educational Development (GED) testing programs consist of classroom instruction, or learning laboratory courses, or a combination of both designed to qualify a student to demonstrate competency on the General Educational Development (GED) tests and to receive a High School Diploma equivalency from the State Board. The State Board is responsible for the administration of the General Educational Development testing program in cooperation with the Office on Educational Credit of the American Council on Education. The procedures regulating the GED Testing Program set forth in the GED Examiner's Manual published by the General Educational Development Testing Service of the American Council on Education are hereby incorporated by reference. A copy of this manual is available for inspection in the Office of the System President, Community College System Office, 200 W. Jones Street, Raleigh NC 27603-1379. A copy of this manual may be obtained

at a cost of fifteen dollars (\$15.00) from the GED Testing Service of the American Council on Education, One Dupont Circle NW, Suite 250, Washington, DC 20036-1163.

- (iii) The Adult Basic Education (ABE) program is designed for adults who are functioning at or below the eighth grade educational level. The major objectives of the program are to enable adults to acquire the basic educational skills necessary to be fully competent in our society, to improve their ability to benefit from occupational training and to have greater opportunities for more productive and profitable employment, and to meet their own objectives for enrolling in the program. Classes are offered and focus on fundamental skills such as reading, writing, speaking, computing, critical thinking, and problem solving.
  - (iv) The English as a Second Language (ESL) program offers classes which accommodate the varied needs of the immigrant and refugee populations. Attention is given to both the cultural and linguistic needs as instruction is focused upon the formation of accurate, appropriate communication skills and upon the student's ability to function in the adult American community. Classes are offered at the beginning through the advanced levels of ESL. The curriculum is designed to develop the basic language skills of reading, writing, speaking, and listening. Instruction integrates the English language with topics that prepare students for everyday life, employment, and citizenship.
  - (v) The Compensatory Education (CED) program is designed for adults with mental retardation. The program is highly individualized and fosters a maximum level of independent living commensurate with personal ability. Instruction is offered in math, language, social science, health, community living, consumer education and vocational education.
- (e) Business and Industrial Training.
- (i) The Focused Industrial Training program addresses critical skills in existing industries. Based on assessments of need, these customized classes typically combine on-the-job training with classroom instruction to up-grade or train incumbent employees of manufacturing industries.
  - (ii) The New and Expanding Industry Training program offers customized, job-specific training to new or expanding companies creating new jobs in the state.
  - (iii) The Small Business Center program provides training, counseling and referral services especially designed in content and delivery modes for small businesses, both existing and prospective.
- (f) The Human Resources Development (HRD) program provides skill assessment services, employability skills training, and career development counseling to unemployed and underemployed adults. These courses shall address six core components as follows:
- (i) assessment of an individual's assets and limitations;
  - (ii) development of a positive self-concept;
  - (iii) development of employability skills;
  - (iv) development of communication skills;
  - (v) development of problem-solving skills; and
  - (vi) awareness of the impact of information technology in the workplace.

- (g) The Learning Laboratory programs consist of self-instruction using programmed texts, audio visual equipment, and other self-instructional materials. A learning laboratory coordinator has the function of bringing the instructional media and the student together on the basis of objective and subjective evaluation and of counseling, supervising, and encouraging persons working in the lab.

**23 NCAC 02E .0102 CURRICULUM PROGRAMS: DEGREES, DIPLOMAS, CERTIFICATES (Repealed)**  
**23 NCAC 02E .0103 FORMAT (Repealed)**  
**23 NCAC 02E .0104 QUARTER HOUR CREDITS FOR DEGREE: DIPLOMA: CERTIFICATE (Repealed)**

**SECTION .0200 - EDUCATIONAL PROGRAMS****23 NCAC 02E .0201 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 or of a group of colleges in a collaborative arrangement to award the associate degree, diploma, or certificate shall be by individual curriculum program title. Approval by the State Board shall be granted when the college has demonstrated an established need and has provided evidence to the State Board of sufficient instructional faculty, facilities, equipment, and materials required to meet the needs of the communities served without supplanting or duplicating existing programs.
  - (2) The application shall be signed by the college president and the chairman of the college's board of trustees.
  - (3) The System President shall recommend action on the college's curriculum program application to the State Board.
  - (4) Approval to grant degrees, diplomas, and certificates shall be withdrawn if the State Board determines that a college is not maintaining approved programs or graduation requirements.
- (b) Curriculum Program Terminations. The college shall terminate a curriculum program when there has been no enrollment for two years; 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 System President by submitting a termination notice. The System President shall have the program removed from the college's program approval list. Program terminations shall be reported to the State Board two times a year.
- (c) The System President shall approve Associate in General Education and Associate in Applied Science General Occupational Technology curriculum programs for colleges in the system.
- (d) On special approval by the State Board, a degree program title or a stand-alone diploma or certificate program title may exceed the maximum length of programs as set by the curriculum standards. 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.
  - (3) Additional time in the program is justified by documented extenuating circumstances such as the following:
    - (A) Documentation that equivalent programs in other states require additional hours of training to teach the competencies of the curriculum;
    - (B) Documentation that the program will not be viable without the exception; or
    - (C) Documentation that employers have certified the competencies required for the program and the length of time needed to teach those competencies.

**23 NCAC 02E .0202 BUSINESS EDUCATION POLICY (Repealed)**

**23 NCAC 02E .0203 STANDARDS FOR TECHNICAL-VOCATIONAL CURRICULUMS (Repealed)**

**23 NCAC 02E .0204 COURSES AND STANDARDS FOR CURRICULUM PROGRAMS**

The Combined Course Library and curriculum standards for associate degree, diploma, and certificate programs shall be as follows:

- (1) Combined Course Library.
  - (a) The Combined Course Library shall contain the following elements for all curriculum program credit and developmental courses approved for the North Carolina Community College System.
    - (i) Course prefix;
    - (ii) Course number;
    - (iii) Course title;
    - (iv) Classroom hours and laboratory, clinical, and work experience contact hours, if applicable;
    - (v) Credit hours;
    - (vi) Prerequisites and corequisites, if applicable; and,
    - (vii) Course description consisting of three sentences.
  - (b) A numbering system for the Combined Course Library is as follows:
    - (i) The numbers 050-099 shall be assigned to developmental courses.
    - (ii) The numbers 100-109 and 200-209 shall be assigned to courses approved only at the certificate and diploma level. These courses shall not be included in associate degree programs.
    - (iii) The numbers 110-199 and 210-299 shall be used for courses approved at the associate degree level. These courses may also be included in certificate and diploma programs.
  - (c) The college shall use the course information (prefix, number, title, and classroom, laboratory, clinical, work experience, and credit hours; prerequisites and corequisites; and course description) as listed in the Combined Course Library.
    - (i) The college may add a fourth sentence to the course description to clarify content or instructional methodology.
    - (ii) 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 shall apply to courses divided into incremental units:
      - (A) A curriculum program course may be divided into two or three units, which are designated with an additional suffix following the course prefix and number.
      - (B) The units shall equal the entire course of instruction, without omitting any competencies.
      - (C) The combined contact and credit hours for the units shall equal the contact and credit hours for the course.
      - (D) If the course is a prerequisite to another course, the student shall complete all component parts before enrolling in the next course.
      - (E) The components of a split curriculum program course shall not be used to supplant training for occupational extension.

- (d) The Community College System Office shall revise and maintain courses in the Combined Course Library.
- (2) Development of Curriculum Standards. The standards for each curriculum program title shall be established jointly by the Community College System Office and the institution(s) proposing to offer the curriculum program based on criteria established by the State Board of Community Colleges. Changes in curriculum standards shall be approved by the State Board of Community Colleges. Requests for changes in the standards shall be made to the State Board of Community Colleges under the following conditions:
- (a) A request is made to the Community College System Office to change the standards for a curriculum program title; and,
  - (b) A two-thirds majority of institutions approved to offer the curriculum program title must concur with the request.
- (3) Criteria for Curriculum Standards. The standards for each curriculum program title shall be based on the following criteria established by the State Board of Community Colleges for the awarding of degrees, diplomas, and certificates.
- (a) Associate in Applied Science Degree. The associate in applied science degree shall be granted for a planned program of study consisting of a minimum of 64 and a maximum of 76 semester hours of credit from courses at the 110-199 and 210-299 levels. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers. The requirements for the Associate in Applied Science Degree are as follows:
    - (i) The associate in applied science degree curriculum program shall include a minimum of 15 semester hours of credit from general education courses selected from the Combined Course Library, including six hours in communications, three hours in humanities/fine arts, three hours in social/behavioral sciences, and three hours in either natural sciences or mathematics.
    - (ii) The associate in applied science degree curriculum program shall include a minimum of 49 semester hours of credit from major courses selected from the Combined Course Library. Major courses are those which offer specific job knowledge or skills. Criteria for the major hours category are as follows:
      - (A) Major Core Hours. The major hours category shall be comprised of identified core courses or subject areas or both which are required for each curriculum program. Subject areas or core courses shall be based on curriculum competencies and shall teach essential skills and knowledge necessary for employment. The number of credit hours required for the core shall not be less than 12 semester hours of credit.
      - (B) Major Concentration Hours. The major hours category may also include hours required for a concentration of study. A concentration of study is a group of courses required beyond the core for a specific related employment field. A concentration shall include a minimum of 12 semester hours, and the majority of the course credit hours shall be unique to the concentration.
      - (C) Other Major Hours. Other major hours shall be selected from prefixes identified on the curriculum standard. A maximum of nine semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration.
      - (D) Work Experience Hours. The major hours category may include up to a maximum of eight semester hours credit for work experience, including

cooperative education, practicum's, and internships. Under a curriculum standard specifically designed for select associate degree programs, work experience shall be included in a curriculum up to a maximum of 16 semester hours of credit. The select associate degree programs shall be based on a program of studies registered under the North Carolina Department of Labor Apprenticeship programs. Only eight semester hours of credit of work experience shall earn budget FTE. The Community College System Office shall implement the Pilot Work Experience Project and shall submit to the State Board of Community Colleges a report, including the number of students involved and associated costs, one year after this Rule as revised is effective.

- (iii) An associate in applied science degree curriculum program may include a maximum of seven other required hours to complete college graduation requirements. These courses shall be selected from the Combined Course Library.
- (iv) Selected topics or seminar courses may be included in an associate in applied science degree program up to a maximum of three semester hours of credit. Selected topics or seminar courses shall not substitute for required general education or major core courses.

(b) Associate in Arts Degree. The associate in arts degree shall be granted for a planned program of study consisting of a minimum of 64 and a maximum of 65 semester hours of credit from approved college transfer courses at the 110-199 and 210-299 levels. Within the degree program, the college shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers. Certificates are not allowed under this degree program. The requirements for the Associate in Arts Degree are as follows:

- (i) The associate in arts degree program shall include a minimum of 44 semester hours of general education core courses selected from the Combined Course Library and approved for transfer to the University of North Carolina constituent institutions. The general education core shall include:
  - (A) Six semester hours of English composition;
  - (B) 12 semester hours of humanities/fine arts;
  - (C) 12 semester hours of social/behavioral sciences;
  - (D) Six semester hours of mathematics; and,
  - (E) Eight semester hours of natural sciences.
- (ii) The associate in arts degree programs shall include a minimum of 20 and a maximum of 21 additional semester hours of credit selected from courses in the Combined Course Library which have been approved for transfer to the University of North Carolina constituent institutions. A non-college transfer course of one semester hour of credit may be included in a 65 semester hour credit associate in arts program. This course will receive transfer evaluation by the receiving institution.

(iii) A college may award a diploma under an approved associate in arts degree program for a series of courses taken from the approved associate in arts degree program of study. This diploma shall include a minimum of 44 and a maximum of 47 semester hours of general education core courses selected from the Combined Course Library and approved for transfer to the University of North Carolina constituent institutions. The diploma shall include a minimum of:

- (A) Six semester hours of English composition;
- (B) 12 semester hours of humanities/fine arts;
- (C) 12 semester hours of social/behavioral sciences;
- (D) Six semester hours of mathematics; and,
- (E) Eight semester hours of natural sciences.

A non-college transfer course of one semester hour of credit may be included in a 47 semester hour credit diploma program. This course will receive transfer evaluation by the receiving institution.

(c) The associate in science degree shall be granted for a planned program of study consisting of a minimum of 64 and a maximum of 65 semester hours of credit from approved college transfer courses at the 110-199 and 210-299 levels. Within the degree program, the college shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers. Certificates are not allowed under this degree program. The requirements for Associate in Science Degree are as follows:

(i) The associate in science degree program shall include a minimum of 44 semester hours of general education core courses selected from the Combined Course Library and approved for transfer to the University of North Carolina constituent institutions. The general education core shall include:

- (A) Six semester hours of English composition;
- (B) Nine semester hours of humanities/fine arts;
- (C) Nine semester hours of social/behavioral sciences; and,
- (D) 20 semester hours of mathematics and natural sciences that shall include a minimum of six semester hours in mathematics and a minimum of eight semester hours in natural sciences.

(ii) The associate in science degree program shall include a minimum of 20 and a maximum of 21 additional semester hours of credit selected from courses in the Combined Course Library which have been approved for transfer to the University of North Carolina constituent institutions. A non-college transfer course of one semester hour of credit may be included in a 65 semester hour credit associate in science program. This course will receive transfer evaluation by the receiving institution.

(iii) A college may award a diploma under an approved associate in science degree program for a series of courses taken from the approved associate in science degree program of study. This diploma shall include a minimum of 44 and a maximum of 47 semester hours of general education core courses selected from the Combined Course Library and approved for transfer to the University of North Carolina constituent institutions. The diploma shall include a minimum of:

- (A) Six semester hours of English composition;
- (B) Nine semester hours of humanities/fine arts;
- (C) Nine semester hours of social/behavioral sciences; and,
- (D) 20 semester hours of natural sciences and mathematics that shall include a minimum of six hours in mathematics and a minimum of eight hours in natural sciences.

A non-college transfer course of one semester hour of credit may be included in a 47 semester hour credit program. This course will receive transfer evaluation by the receiving institution.

- (d) The associate in fine arts degree shall be granted for a planned program of study consisting of a minimum of 64 and a maximum of 65 semester hours of credit from approved college transfer courses at the 110-199 and 210-299 levels. Within the degree program, the college shall include opportunities for achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers. Diplomas and certificates are not allowed under this degree program. The requirements for the Associate in Fine Arts Degree are as follows:
  - (i) The associate in fine arts degree programs shall include a minimum of 28 semester hours of general education core courses selected from the Combined Course Library and approved for transfer to the University of North Carolina constituent institutions. The general education core shall include:
    - (A) Six semester hours of English composition;
    - (B) Six semester hours of humanities/fine arts;
    - (C) Nine semester hours of social/behavioral sciences;
    - (D) Three semester hours of mathematics; and,
    - (E) Four semester hours from the natural sciences.
  - (ii) The associate in fine arts degree programs shall include a minimum of 36 and a maximum of 37 additional semester hours of credit from courses in the Combined Course Library which have been approved for transfer to the University of North Carolina constituent institutions. A non-college transfer course of one semester hour of credit may be included in a 65 semester hour credit associate in fine arts program. This course will receive transfer evaluation by the receiving college.
  
- (e) Associate in General Education. The associate in general education shall be granted for a planned program of study consisting of a minimum of 64 and a maximum of 65 semester hours of credit from courses at the 110-199 and 210-299 levels. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers. The requirements for the Associate in General Education Degree are as follows:
  - (i) The associate in general education degree curriculum program shall include a minimum of 15 semester hours of credit from general education courses selected from the Combined Course Library, including six hours in communications, three hours in humanities/fine arts, three hours in social/behavioral sciences, and three hours in natural sciences or mathematics.
  - (ii) The remaining hours in the associate in general education degree curriculum program shall consist of additional general education courses selected from the Combined Course Library. A maximum of seven semester hours of credit in health, physical education, and college orientation or study skills courses may be included. Selected topics or seminar courses may be included in a program of study up to a maximum of three semester hours credit.

- (f) Diploma. The Diploma shall be granted for a planned program of study consisting of a minimum of 36 and a maximum of 48 semester hours of credit from courses at the 100-299 level. The requirements for the diploma curricula are as follows:
- (i) Diploma curricula shall include a minimum of six semester hours of general education courses selected from the Combined Course Library. A minimum of three semester hours of credit shall be in communications, and a minimum of three semester hours of credit shall be selected from courses in humanities/fines arts, social/behavioral sciences, or natural sciences and mathematics.
  - (ii) Diploma curricula shall include a minimum of 30 semester hours of major courses selected from the Combined Course Library.
    - (A) A diploma curriculum program which is a stand-alone curriculum program title shall include identified core courses or subject areas or both within the major hours category.
    - (B) Courses for other major hours in a stand-alone diploma curriculum program title shall be selected from prefixes identified on the curriculum standard. A maximum of nine semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration.
    - (C) Work experience, including cooperative education, practicums, and internships, may be included in a diploma curriculum program up to a maximum of eight semester hours of credit.
  - (iii) A diploma curriculum program may include a maximum of four other required hours to complete college graduation requirements. These courses shall be selected from the Combined Course Library.
  - (iv) An institution may award a diploma under an approved associate in applied science degree curriculum program for a series of courses taken from the approved associate degree curriculum program of study.
    - (A) A diploma curriculum program offered under an approved associate degree curriculum program shall meet the standard general education and major course requirements for the diploma credential.
    - (B) A college may substitute general education courses at the 100-109 level for the associate-degree level general education courses in a diploma curriculum program offered under an approved degree program.
    - (C) The diploma curriculum program offered under an approved associate degree curriculum program shall require a minimum of 12 semester hours of credit from courses extracted from the required core courses and subject areas of the respective associate in applied science degree curriculum program.
  - (v) Selected topics or seminar courses may be included in a diploma program up to a maximum of three semester hours of credit. Selected topics and seminar courses shall not substitute for required general education or major core courses.

- (g) Certificate Programs. The certificate shall be granted for a planned program of study consisting of a minimum of 12 and a maximum of 18 semester hours of credit from courses at the 100-299 level. The requirements for the Certificate Programs are as follows:
- (i) General education is optional in certificate curricula.
  - (ii) Certificate curricula shall include a minimum of 12 semester hours of major courses selected from the Combined Course Library.
    - (A) A certificate curriculum 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 12 semester hours of credit from core courses or subject areas or both within the major hours category.
    - (B) Courses for other major hours in a stand-alone certificate curriculum program shall be selected from prefixes identified on the curriculum standard. A maximum of nine semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration.
    - (C) Work experience, including cooperative education, practicums, and internships, may be included in a certificate program up to a maximum of two semester hours of credit.
  - (iii) A certificate curriculum program may include a maximum of one other required hour of credit to complete college graduation requirements. This course shall be selected from the Combined Course Library.
  - (iv) An institution may award a certificate under an approved degree or diploma curriculum program for a series of courses totaling a minimum of 12 semester hours of credit and a maximum of 18 semester hours of credit taken from the approved associate degree or diploma curriculum program of study.
  - (v) Selected topics or seminar courses may be included in a certificate program up to a maximum of three semester hours of credit.
- (4) Curriculum Standards Compliance. Each institution shall select curriculum program courses from the Combined Course Library to comply with the standards for each curriculum program title the institution is approved to offer. The selected courses shall comprise the college's program of study for that curriculum program.
- (a) Each institution shall maintain on file with the Community College System Office a copy of the official program of study approved by the institution's board of trustees.
  - (b) When requesting approval to offer a curriculum program title, an institution shall submit a program of study for that curriculum program title.
  - (c) A copy of each revised program of study shall be filed with and approved by the Community College System Office prior to implementation at the institution.

**23 NCAC 02E .0205 PROGRAM REVIEW**

- (a) Each college shall monitor the quality and viability of all its programs and services. Each curriculum program, each program area within continuing education, including Basic Skills, occupational extension, and community service, and each service area shall be reviewed at least every five years to determine program strengths and weaknesses and to identify areas for program improvement. The program review process shall be consistent with the requirements of the regional accrediting agency.
  
- (b) The System Office shall collect data on the outcomes of the following performance measures:
  - (1) Progress of basic skills students;
  - (2) Passing rate for licensure and certification examinations;
  - (3) Goal completion of program completers and noncompleters;
  - (4) Employment status of graduates;
  - (5) Performance of students who transfer to the university system;
  - (6) Passing rates in developmental courses;
  - (7) Success rates of developmental students in subsequent college-level courses;
  - (8) The level of satisfaction of students who complete programs and those who do not complete programs;
  - (9) Curriculum student retention and graduation;
  - (10) Employer satisfaction with graduates;
  - (11) Client satisfaction with customized training; and
  - (12) Program enrollment.

Each college shall publish its data on all performance measures annually in its electronic catalog or on the internet and in its printed catalog each time the catalog is reprinted.

- (c) The System Office shall report annually to the State Board of Community Colleges on each college's outcomes on these performance measures.
  
- (d) The System Office shall monitor the colleges' performance on all measures to ensure that all measures are being used for the purpose of program improvement.

Note: Substance of former 23 NCAC 02C .0604 was incorporated into this Rule.

**SECTION .0300 - GENERAL ADULT, SPECIAL EXTENSION, AND COMMUNITY SERVICE**

- 23 NCAC 02E .0301 ADULT HIGH SCHOOL** (Repealed)
- 23 NCAC 02E .0302 ADULT VOCATIONAL PROGRAMS** (Repealed)
- 23 NCAC 02E .0303 GENERAL EDUCATIONAL DEVELOPMENT (GED) TESTING PROGRAM** (Repealed)
- 23 NCAC 02E .0304 THE VISITING ARTIST PROGRAM** (Repealed)

**23 NCAC 02E .0305 CONTINUING EDUCATION PROGRAM MANAGEMENT**

- (a) Continuing education programs shall provide lifelong learning experiences offering planned instructional responses to identified needs of targeted audiences. Instructional objectives shall specify the skills, knowledge and attitudes the learner should be able to apply upon satisfactorily completing the continuing education experience. Adequate educational facilities, instructional aids, and other instructional materials shall be provided to support continuing education courses.
- (b) Facilities where classes are held must provide appropriate environments which are conducive to learning. Continuing education classes offered in special settings (such as private homes or private home-based businesses) other than generally accepted learning environments shall be approved by the college president or designee prior to the class being offered. Documentation of such approval shall be maintained at the college until released from all audits (REF: Public Records Retention & Disposition Schedule for institutions in the community college system).
- (c) Each college's local board of trustees must adopt a policy which requires the development and implementation of an internal audit plan. Each college is required to publish, maintain and utilize an internal audit plan. The college presidents shall periodically report to the board of trustees on the findings of the internal audit. The internal plan must be submitted to the Department for compliance review.

**23 NCAC 02E .0306 HUMAN RESOURCES DEVELOPMENT PROGRAM CONTINUATION**

Each college shall operate a Human Resources Development (HRD) program to provide assessment services, employability training, and career development counseling to unemployed and underemployed individuals. FTE shall be generated from HRD programs. Each college shall provide HRD instruction and support necessary for unemployed and dislocated workers to be served within the college service areas.

**SECTION .0400 - INDUSTRIAL SERVICES**

**23 NCAC 02E .0401 TRAINING FOR NEW AND EXPANDING INDUSTRY**

- (a) Customized training programs for new and expanding companies shall be provided to support the economic development of the state. The training programs for new and expanding industries shall be administered by the college, with consultation and assistance from the Department's staff.
- (b) State funds are appropriated to the Department in a separate line to support the training for new and expanding industry. These funds shall be used to support only those training projects that create new jobs in new and expanding companies. They shall be allocated to and expended by the college in accordance with the approved project plan and budget.

**23 NCAC 02E .0402 WORK STATION OCCUPATIONAL SKILLS TRAINING**

- (a) Training as defined by this Rule is designed to assist manufacturing, service, or governmental organizations with in-service training of their employees. The goal is the development of skilled workers to support the continued economic growth of the North Carolina economy thereby enhancing the quality of life for the citizens of the state. Courses supported with public funds that provide occupational skills training at an individual's work station must meet the following conditions:
- (1) Training courses shall be available to all local companies.
  - (2) Training shall occur in the facilities or at the sites in which the company normally operates.
  - (3) Trainees may be newly-hired employees who need job skills training or existing employees who need job skills up-grading.
  - (4) Training shall be conducted at the employee's assigned work station during normal working hours.
  - (5) Training shall be directly related to job skills.
  - (6) Training shall prepare new or current employees to use technology, equipment, or production processes.
- (b) Colleges may offer work station based courses in those situations where the development of job skills is dependent on technology, equipment or production processes in the work environment which cannot be duplicated in a traditional classroom or laboratory training setting. The purpose of work station based training is to teach the skills of a particular job. The instruction provided shall not duplicate or supplant company training.
- (c) Colleges may offer work station based training, as defined in this Rule, in the following ways:
- (1) Occupational Extension at the Work Station: A college may teach an occupational extension course at an individual's work station if the training is provided by a community college instructor, the trainee is in a full-time training capacity, and the training is offered consistent with Rules 23 NCAC 02D .0324 and 23 NCAC 02E .0101(2)(a). The employee shall not be performing any work duties during the training. When these criteria are met, the college will earn regular budget FTE.
  - (2) Structured On-the-Job Training: Structured On-the-Job Training shall earn FTE on a contact hour basis for the applied learning component. Structured On-the-Job Training shall meet the following criteria:
    - (A) The applied learning component of the course shall be based on skill competencies determined by industry, employer standards, external agency licensing or certification requirements, or general accepted practices in the field of specialization;
    - (B) The course content and designated instructional hours for a structured on-the-job training course shall comply with the program criteria of the Continuing Education Unit of the Southern Association of Colleges and Schools;
    - (C) The System President shall approve a course when the course outline contains specific student learning objectives and a method of measuring student performance; and
    - (D) All instructional components shall follow a structured training outline. The outline shall be kept on file at the college until released by audit.

- (3) Customized On-the-Job Training: Colleges may offer Customized On-the-Job Training as an occupational extension course when an outline of the proposed training course, including learning objectives and training assessments, has been approved in advance by the System President. Customized On-the-Job Training classes shall be limited to 15 trainees per instructor, consist of no more than 240 hours of training per trainee per course, and shall be taught by a community college instructor. If these criteria are met, the college will earn budget FTE on a contact hour basis after the training has been reported to and approved by the local college board of trustees.
- (4) Company-Provided Training: When a college can document that the public purpose is justified, the college may use Occupational Extension funds to reimburse company instructors for providing training. The public purpose shall be justified when the skills taught in the course are transferable to work in other companies involved in the same or similar industry cluster, such that the benefit to the public is the development of a skilled workforce. Company instructors shall operate in a full-time training capacity during the designated instructional periods, and shall follow a structured training outline that is jointly developed by the college and the company. The training outline including the public purpose documentation shall be kept on file at the college until released by audit. Company-Provided Training shall earn the administrative component only of the budget FTE, after being reported to and approved by the college board of trustees. Company Provided Training shall be limited to no more than 15 trainees per instructor, no more than 240 hours of training per trainee, per course, and shall be taught by a company instructor.
- (d) Content of all courses offered under this Rule shall be supported by an analysis of the job for which training is offered. The job analysis shall designate each separate task within a job and assign a number of hours required to teach each separate task.
- (e) A work station based course shall not be offered on a repetitive or recurring basis to the same employees within the same organization. An employee may not take a given course more than twice.
- (f) An instructor conducting training under this Rule, whether an employee of the organization in which instruction is offered or an employee of the sponsoring college, shall not, during hours of instruction, be involved in any activity other than instruction. An instructor shall not engage in any administrative, supervisory, or operational functions of the organization in which instruction is offered during those hours when the instructor is partially or totally paid by the college. An official of the organization in which instruction is offered shall agree in writing to these conditions.

**23 NCAC 02E .0403 INSTRUCTION TO CAPTIVE OR CO-OPTED GROUPS**

- (a) A college shall obtain State Board approval prior to providing instruction to students who are classified captive or co-opted. Captive or co-opted groups of students are defined as inmates in a correctional facility; clients of sheltered workshops, domiciliary care facilities, nursing facilities, mental retardation centers; substance abuse rehabilitation centers; and in-patients of psychiatric hospitals. Approval by the State Board of Community Colleges shall constitute approval of the curriculum program or occupational extension course(s) and the group to be served by the college.
- (b) Instruction to captive or co-opted groups may be approved when the State Board determines that the proposed instruction for the group is not a function of the requesting agency, and the instruction is within the purpose of the community college.
- (c) Instruction to captive or co-opted groups may be approved in the form of curriculum programs or courses and occupational extension courses. State Board of Community Colleges (SBCC) approved curricula for Captive or co-opted groups shall include changes in programs of study and SBCC approved occupational extension course modifications. Physical education or work experience may not be a part of a curriculum program in a correctional setting.
- (d) Policies governing student enrollment in curriculum programs or courses and occupational extension courses shall be consistent with general college policies.

**23 NCAC 02E .0404 ASSISTANCE FOR ECONOMIC DEVELOPMENT**

- (a) A board of trustees that permits a private business enterprise to use college facilities or personnel pursuant to G.S. 66-58(c) and G.S. 115D-20(12) shall enter into a written agreement with the private business enterprise prior to providing any services. The agreement shall state the terms and conditions including costs for using college facilities and personnel.
- (b) Access to a college's small business incubator shall be limited to 24 months for private business enterprises.
- (c) Videoconferencing services may be provided to the public for occasional use.
- (e) The board of trustees shall evaluate its services for small business incubators, product testing or teleconferencing services on an annual basis.

**23 NCAC 02E .0405 TRAINING FOR PUBLIC SAFETY AGENCIES**

- (a) Training for Public Law Enforcement Agencies.
- (1) When a college is an accredited and designated direct delivery agency for initial certification training for public law enforcement agencies and funds 50% or greater of the instructional cost and the school director's salary, the college shall report the hours generated from the instruction for full budget FTE when the training is delivered in accordance with all other budget FTE and program requirements.
  - (2) When a public law enforcement agency external to a college is the accredited and designated direct delivery agency for initial certification training, the college may deliver a maximum of 25% of the total program hours and shall receive full budget FTE for the hours generated. A college shall not receive any state funds for hours generated above 25% of the total program hours.
    - (A) A college shall provide initial certification law enforcement training for an accredited and designated direct delivery public law enforcement agency under a written agreement. The agreement shall:
      - (i) confirm that the public law enforcement agency does not have the funds to provide the training;
      - (ii) designate the source of funds for the training;
      - (iii) list the courses to be taught;
      - (iv) state the total hours of instruction to be delivered; and
      - (v) be signed by the president or the president's designee, and the senior official of the public law enforcement agency.
    - (B) The college shall receive full budget FTE for hours generated when the training is delivered in accordance with this agreement and all other budget FTE and program requirements. The college shall maintain a copy of the agreement on file until released from audit.
  - (3) A college may deliver in-service training for designated direct delivery public law enforcement agencies beyond the initial certification training and receive full budget FTE for hours generated when the training is delivered in accordance with all other budget FTE and program requirements. A college providing in-service training for public law enforcement agencies is not subject to Subparagraphs (a)(1) or (a)(2) of this Rule.
- (b) Training for Public Fire and Rescue Agencies.
- (1) When a college is a designated direct delivery agency for initial certification training for public fire and rescue services agencies and funds 50% or greater of the instructional cost, the college shall report hours generated from instruction for full budget FTE when the training is offered in accordance with all other budget FTE and program requirements.
  - (2) When a public fire and rescue agency external to a college is the designated direct delivery agency for initial certification training, the college may deliver a maximum of 25% of the total program hours and shall receive full budget FTE for the hours generated. A college shall not receive any state funds for hours generated above 25% of the total program hours.
    - (A) A college shall provide initial fire and rescue training for a designated direct delivery public fire and rescue agency under a written agreement. The agreement shall:
      - (i) confirm that the public fire and rescue agency does not have the funds to provide the training;
      - (ii) designate the source of funds for the training;
      - (iii) list the courses to be taught;
      - (iv) state the total hours of instruction to be delivered; and
      - (v) be signed by the president or the president's designee, and the senior official of the public fire and rescue agency.

- (B) The college shall receive full budget FTE for hours generated when the training is delivered in accordance with this agreement and all other budget FTE and program requirements. The college shall maintain a copy of the agreement on file until released from audit.
  - (3) A college may deliver in-service training for public designated direct delivery fire and rescue agencies beyond the initial certification training and receive full budget FTE for hours generated when the training is delivered in accordance with all other budgetary FTE and program requirements. A college providing in-service training for public fire and rescue agencies is not subject to Subparagraphs (b)(1) or (b)(2) of this Rule.
- (c) Training for Emergency Medical Services Agencies.
- (1) When a college is a designated direct delivery agency for initial certification training for public emergency medical services training and funds 50% or greater of the instructional costs, the college shall report hours generated from instruction for full budget FTE when the training is offered in accordance with all other budget FTE and program requirements.
  - (2) When a public emergency medical services agency external to a college is the designated direct delivery agency for initial certification training, the college may deliver a maximum of 25% of the total program hours and shall receive full budget FTE for the hours generated. A college shall not receive any state funds for hours generated above 25% of the total program hours.
    - (A) A college shall provide initial emergency medical services training for a direct delivery public emergency medical services agency under a written agreement. The agreement shall:
      - (i) confirm that the public emergency medical services agency does not have the funds to provide the training;
      - (ii) designate the source of funds for the training;
      - (iii) list the courses to be taught;
      - (iv) state the total hours of instruction to be delivered; and
      - (v) be signed by the president or the president's designee, and the senior official of the emergency medical services agencies.
    - (B) The college shall receive full budget FTE for hours generated when the training is delivered in accordance with this agreement and all other budget FTE and program requirements. The college shall maintain a copy of the agreement on file until released from audit.
  - (3) A college may deliver in-service training for designated direct delivery public emergency medical services agencies beyond the initial certification training and receive full budget FTE for hours generated when the training is delivered in accordance with all other budgetary FTE and program requirements. A college providing in-service training for public emergency medical services agencies is not subject to Subparagraphs (c)(1) or (c)(2) of this Rule.

**SECTION .0500 - ARTICULATION: STATE EDUCATION SYSTEMS**

**23 NCAC 02E .0501 ARTICULATION**

- (a) The State Board of Community Colleges shall encourage meetings with the State Board of Education and the Board of Governors of The University of North Carolina to discuss educational matters of mutual interest and to recommend to the General Assembly policies that are appropriate to encourage the improvement of public education at every level in North Carolina.
- (b) The State Board of Community Colleges encourages formal and informal articulation efforts on a continuing basis among the educational systems. Articulation among the State educational systems should address programming, transferability, and other student-oriented issues which would result in better serving the educational needs of North Carolina. Where feasible, the joint utilization of physical facilities, equipment and materials should be considered.
- (c) All North Carolina Community College System associate in science, associate in arts, and associate in fine arts degree programs shall be structured to comply with the North Carolina Comprehensive Articulation Agreement for the transfer of credits between the institutions of the North Carolina Community College System and the University of North Carolina.

**23 NCAC 02E .0502 FUNDING AND OTHER PROCEDURES (Repealed)**

**SECTION .0600 - CONTRACTS FOR EDUCATIONAL SERVICES**

**23 NCAC 02E .0601 PROPRIETARY INSTRUCTIONAL CONTRACT STANDARDS (Repealed)**

**23 NCAC 02E .0602 CURRICULUM INSTRUCTIONAL CONTRACT PROVISIONS**

- (a) Each college is to assess its own need to provide instructional services by contracting with other public or private organizations or institutions. Any curriculum instructional program or course intended to be offered by contract must be submitted to the System President for approval. This policy does not apply to contracts between a college and its individual instructors.
- (b) Any curriculum contract entered into by the local board of trustees of a college must meet the following general criteria:
  - (1) A contract document in proper legal form is necessary in all cases and shall be drawn up by the college consistent with the requirements of the local board of trustees, the public or private organizations or institutions being contracted with and the State Board's criteria.
  - (2) The contract shall be limited to and not exceed the fiscal year in which it begins.
  - (3) The provisions for payment under contract shall not exceed 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 Department and the State Auditor shall have access to the records of the contractor to the extent necessary to ascertain the accuracy of such records and shall authorize the Department to obtain such fiscal accounting reports as are necessary in carrying out the terms of the contract.
  - (6) Curriculum courses taught under contract shall be limited to programs the college has been authorized to offer.
  - (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. 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.
  - (8) The contract must be signed by the chairman of the board of trustees, president of the college and a representative of the public or private organizations or institutions.
  - (9) 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 System President who is authorized to approve the college's budget for the contracted instructional services if the requirements in Paragraphs (b), (c), (d), and (e) of this Rule have been met.
- (c) The following provisions shall apply specifically to curriculum contracts with a proprietary or private non-profit institution or public agency.
- (1) The proprietary or private non-profit institution with which the contract is made must be licensed as required by the General Statutes of North Carolina and must have 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 must meet the requirements of the private vocational training institution.
  - (3) The chief executive officer of the proprietary or private non-profit institution, or designated agent, must 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, sex, political affiliation, or disability.
  - (4) Public or private colleges or universities must 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) Instructional curriculum contracts with local school administrative units must meet the following conditions:
- (1) Shall not supplant existing funding for public school positions;
  - (2) Must provide through the Cooperative Agreement Program (Huskins Bill) college-level classes which could not be otherwise provided;
  - (3) Shall recoup the direct instructional cost contained in the contract and 15 percent for administrative cost incurred, if a college contracts with a local school unit under the Cooperative Agreement Program (Huskins Bill).
- (e) Unless otherwise specified, colleges shall earn reimbursement on the regular formula budget for student membership hours generated by instruction under contract except that cosmetology instruction offered under contract shall be funded for instructional units at the occupational extension formula rate and for instructional support and administration at the curriculum formula rate. Also, note 23 NCAC 2D .0326 which addresses contracted instruction offered primarily in the non-credit, occupational extension area.

**23 NCAC 02E .0604 INSTRUCTIONAL SERVICE AGREEMENTS**

- (a) Level One Instructional Service Agreement.
- (1) A college may offer curriculum or continuing education courses in an area assigned to another college by providing a written, level one instructional service agreement under the following conditions:
    - (A) Resources are solely provided by the college requesting permission to enter into another college's service area; and
    - (B) The requesting college does not share the FTE with the other college(s).
  - (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 or continuing education courses by providing a written, level two instructional service agreement under the following conditions:
    - (A) Resources are shared between the participating colleges;
    - (B) FTE may be shared between the participating colleges;
    - (C) One or more of the participating colleges is approved to offer the curriculum course(s) in an approved program of study or offer a continuing education course approved by the State Board of Community Colleges; 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 System Office President 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) FTE may be shared between the participating colleges;
    - (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 and/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) Be approved by the System Office President prior to implementation of the program; and
    - (M) Be maintained on file at each participating college for audit purposes.
  - (3) Notification of termination of a level three agreement shall be sent to the System Office President by the college which grants the award, prior to the effective termination date.
- (d) The delivery of curriculum courses, continuing education courses or programs delivered into another college's service area via non-traditional delivery as defined in Rule 23 NCAC 02D .0323(e)(1) does not require an instructional service agreement.
- (e) A college may not delegate curriculum program approval to another college. Program approval is granted by the State Board of Community Colleges using criteria set forth in Rule 23 NCAC 02E .0201.