

February 5, 1998

MEMORANDUM

TO: Presidents  
North Carolina Community College System

FROM: Elizabeth Lambert Johns, Vice President  
Academic and Student Services

SUBJECT: 1998-99 PROGRAM(S) TO BE OFFERED UNDER CONTRACT

If you are planning to offer a curriculum program which is conducted on a contractual basis where State or Federal funds are disbursed to pay instructional costs, copies of the contract must be submitted to the North Carolina Community College System Office for review and approval by the System President. Please review the checklist and Rule 23 NCAC 2E.0602.

Contractual agreements must be drawn on a fiscal year basis as stated in Rule 23 NCAC 2E.0602. New contracts and contract renewals should be submitted to the System Office by April 15, 1998, for processing so that we may have them back to you by the beginning of the fiscal year.

Please submit three (3) copies of the contract with original signatures to me by April 15. Two (2) copies of the contract will be returned to you once approved by the System President and the Special Deputy Attorney General's office.

If you plan to award a diploma for a contracted occupational program (such as cosmetology), please attach a copy of the program of study that is in compliance with the curriculum standard. Also, if the contract is for a college transfer program, please submit a copy of the curriculum that is in compliance with 23 NCAC 2E.0204(3)(b) and 23 NCAC 2E.0501(c) and a crosswalk of university courses included in the curriculum to equivalent courses included in the NC Community College System Common Course Library.

ELJ/JF/cb

Enclosures  
Contract Checklist  
Rule 23 NCAC 2E.0602

CC-98-033  
Paper Copy