

INSTRUCTIONS FOR COMPLETING THE
REQUEST FOR STATE BOARD APPROVAL OF
EXTENSION COURSES TO BE OFFERED TO
CAPTIVE/CO-OPTED GROUPS

- A. A completed form includes the following:
1. Two copies of the form with original signatures on each copy should be submitted to:

Vice President for Academic and Student Services
North Carolina Community College System
5016 Mail Service Center
Raleigh, North Carolina 27699-5016
 2. A course plan with an outline, specific learning objectives stated, and an evaluation method by which the student's progress is measured.
 3. Complete a form for each extension course for each captive/co-opted facility.
- B. Extension courses offered to captive groups shall be implemented in accordance with criteria identified in NCAC 2E.0403.
- C. Extension courses shall be classified in accordance with the list of courses in the current Master Course List.
- D. For reporting system requirements, refer to the Institutional Class Report - Extension FTE Reporting Instructions (Report NCCCS7-3E).
- E. Approval of the requested course offering by the State Board of Community Colleges shall constitute approval to offer the extension course in the designated captive/co-opted facility.