

CHAPTER B. COLLEGE OPERATIONS

SUBCHAPTER 100. DEFINITIONS

1B SBCCC 100.1 DEFINITIONS

The following definitions apply to this Chapter.

- (a) "Traditional Instruction" – College curriculum or continuing education course in which 100% of the instruction is delivered face to face with the instructor in the physical presence of students.
- (b) "Online Instruction" – College curriculum or continuing education course in which 100% of the instruction is delivered online.
- (c) "Hybrid Instruction" – College curriculum or continuing education course in which greater than 50%, but less than 100% of the instruction is delivered online.
- (d) "Blended Instruction" – College curriculum or continuing education course in which less than or equal to 50% of the instruction is delivered online.

History Note: Authority G.S. 115D-5;

Eff. [01 October 2019](#).

SUBCHAPTER 200. ESTABLISHING AND CLOSING COLLEGES AND COLLEGE SITES

1B SBCCC 200.1 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.

History Note: Authority G.S. 115D-4; 115D-5; 115D-31 through 115D-36;

Eff. February 1, 1976;

Amended Eff. September 1, 1993; January 1, 1988; November 1, 1983; October 5, 1979.

1B SBCCC 200.2 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.

History Note: Authority G.S. 115D-2; 115D-5;

Eff. February 1, 1976;

Readopted Eff. January 5, 1978;

Amended Eff. September 1, 1993; December 1, 1984; October 5, 1979.

1B SBCCC 200.3 Establishing Multi-Campus Centers

- (a) Definition. A multi-campus center ("MCC") is a convenience location in the community college service area to provide appropriate population and geographic access for community outreach, testing, faculty and staff offices, as well as literacy, continuing education, and curriculum instruction. Students may complete certificates, diplomas, and associate degrees at MCC locations. Comprehensive instructional support functions including, but not limited to libraries and student development services, are parts of the operation. An MCC must provide students the opportunity to complete at least one associate degree at the MCC.
- (b) Purpose. The purpose of the SBCC's policy on MCCs is to help ensure that appropriate geographic access to community college programs and services is provided to students while minimizing the unnecessary duplication and proliferation of facilities and while minimizing the negative impact on existing community college campuses and centers.

(c) Establishment and Maintenance. To establish and maintain an MCC designation, colleges must satisfy all of the following criteria:

- (1) The MCC is established in a location that provides geographic access to community college programs and services in a location within the college service area that is at least ten (10) miles from the main campus or other MCC locations or the college must provide evidence that the MCC is established in a location where the main campus or other MCC locations cannot adequately provide community college programs and services. This provision only applies to MCCs established after the effective date of this rule.
- (2) Colleges shall provide programs and services based on evidence of student demand and needs.
- (3) Colleges shall obtain prior approval and maintain approval of the MCC from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Programs and services provided through MCCs shall comply with The Principles of Accreditation: Foundation for Quality Enhancement of SACSCOC.
- (4) County government provides support for maintenance and operation of the MCC physical plant.
- (5) The college has developed an instructional program and services plan including, but not limited to a description of programs, staffing, and instructional support functions.
- (6) The SBCC determines that the MCC is unlikely to have a significant negative impact on institutions contiguous to the MCC. The college shall consult with community college institutions contiguous to the MCC, and the community college institutions that are contiguous to the MCC may provide evidence that the MCC has or is likely to have a significant negative impact on college or program specific enrollment.
- (7) Students enrolled at an MCC must be able to complete at least one associate degree at the MCC.

- (8) Evidence that the duplication of instructional support and other cost expenses are justifiable from cost effectiveness and quality of support services perspectives.
 - (9) The MCC must enroll a minimum of 300 (curriculum, occupational extension, or basic skills) budget FTE via traditional, blended, or hybrid instruction originating from and delivered at that MCC location. If an MCC drops below the minimum budget FTE (Level 1 MCC minimum is 300 and Level 2 MCC minimum is 1,201), the System Office will provide the college president with a written notification that this drop occurred after that year's budget allocations are approved by the State Board. If the MCC's budget FTE remains below the minimum in the subsequent fiscal year, for a Level 1 MCC, the budget allocation for that MCC will be reduced by fifty percent (50%), and for a Level 2 MCC, the budget allocation will be reduced by 50% of the difference between Level 2 and Level 1 funding. If a Level 2 MCC's budget FTE continues to remain below the minimum in the third fiscal year, the MCC will be recategorized as a Level 1 MCC and its budget allocation will be decreased to the Level 1 funding. If a Level 1 MCC's budget FTE continues to remain below the minimum in the third fiscal year, the MCC will no longer be designated as an MCC, and its budget allocation will be eliminated. A college must follow the MCC approval process to re-establish an MCC in any future year.
 - (10) The physical facility or facilities for the MCC must either be owned or leased on a long-term basis by the college.
- (d) The College of The Albemarle Dare County Campus and Gaston College Kimbrell Campus and Textile Technology Center MCCs established by the General Assembly are exempted from 1B SBCCC 200.3(c)(9).
- (e) Colleges shall comply with the following steps to obtain approval for MCC designation.
- (1) Step 1 – Initial State Board Review and Recommendation. Community colleges seeking a MCC designation must submit their application to the State Board of Community Colleges (“State Board”) for approval by September 15th of each

year. Community colleges' applications shall include information responding to the criteria specified in 1B SBCCC 200.3(c)(1) - (c)(10).

(A) If a community college meets all of the criteria specified in 1B SBCCC 200.3(c), then the State Board shall recommend approval of the MCC designation.

(B) If a community college does not meet all of the criteria specified in 1B SBCCC 200.3(c)(1) – (c)(10), but provides evidence of being able to meet all of the criteria by the enactment of the budget for that fiscal year, the State Board shall recommend conditional approval. The State Board's recommendation for conditional approval shall specify the criteria in 1B SBCCC 200.3(c)(1) – (c)(10) the college must satisfy to receive final State Board approval that is contingent upon the General Assembly appropriating funds.

(2) Step 2 - Appropriation of Funds by the General Assembly. If the State Board recommends the MCC for approval or for conditional approval, the System Office shall include the State Board's recommendation in the budget request provided to the Office of State Budget and Management and to the General Assembly. If the General Assembly appropriates funds for the MCC, the State Board's recommendation moves to Step 3. If the General Assembly does not appropriate funds, the college shall annually certify in writing to the System Office by September 15th that there are no changes in the MCC application, and the System Office shall resubmit the college's MCC request as a part of the annual budget process in subsequent years, unless the college withdraws its request.

(3) Step 3: State Board Approval. If the General Assembly appropriates recurring funds to support the MCC consistent with the existing funding formula and if the college satisfies any conditions specified by the State Board by the enactment of the budget for that fiscal year, the State Board shall approve the MCC designation. If the State Board approves the MCC designation, the State Board shall allocate recurring funds to the college for the newly approved MCC.

History Note: Authority G.S. 115D-5;

Eff. [May 1, 2019.](#)

Amended: [October 1, 2019](#).

1B SBCCC 200.99 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.

History Note: Authority G.S. 115D-5; P.L. 102-325;

Eff. December 1, 1995.

SUBCHAPTER 300. BOARD OF TRUSTEES AUTHORITY

1B SBCCC 300.1 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 SBCCC 2A .0003 and 2B .0303 was incorporated into this Rule.

*History Note: Authority G.S. 115D-3; 115D-5; 115D-8; 115D-12; 115D-25; 150B-22 through 150B-37;
Eff. September 1, 1993.*

1B SBCCC 300.2 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.

*History Note: Authority G.S. 115D-5; 115D-14;
Eff. February 1, 1976;
Amended Eff. September 1, 1993; December 1, 1984; September 30, 1977.*

SUBCHAPTER 400. PROGRAM ACCOUNTABILITY

1B SBCCC 400.1 ACCREDITATION BY THE SOUTHERN ASSOCIATION

All colleges shall obtain and maintain regional accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The System Office shall provide biannually a report to the State Board listing any accreditation actions taken by SACSCOC with regards to a North Carolina community college. The System

President, when requested, will provide assistance to colleges seeking regional accreditation.

History Note: Authority G.S. 115D-5;

Eff. [October 1, 2018](#)

1B SBCCC 400.2 COLLEGE PLANNING

Each community college shall maintain an ongoing planning process. At 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 student outcomes.

History Note: Authority G.S. 115D-5;

Eff. [October 1, 2018](#)

1B SBCCC 400.3 PROGRAM REVIEW

Colleges shall monitor the quality and viability of all its programs and services. Colleges shall review each curriculum program, each program area within continuing education, and their Basic Skills programs 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.

History Note: Authority G.S. 115D-5;

Eff. [October 1, 2018](#)

1B SBCCC 400.4 PROVISION OF INFORMATION TO THE SYSTEM OFFICE

(a) Purpose. To ensure the quality of educational programs, to promote the systematic meeting of educational needs of the State, and to provide for the equitable distribution of State and federal funds to the several institutions, the State Board must have timely access to accurate data that is comparable across institutions. The purpose of this policy is to establish rules governing the consistent collection and

reporting of data to fulfill reporting requirements, assess compliance, and to evaluate education programs.

(b) Annual Reporting Plan. No later than May 1st of each year, the System Office shall publish the Annual Reporting Plan for the upcoming fiscal year. This plan shall include a list of information requirements, associated deadlines, and a description of how the System Office will use the information. If a requirement involves transmission of raw data, the plan shall also include an appendix listing the data elements collected. The System Office may amend the plan, as needed, provided colleges are provided notice of at least 20 business days for any newly added requirement.

(c) Data Governance Committee.

(1) The Data Governance Committee shall approve definitions for data elements used throughout the North Carolina Community College System (NCCCS) and identify issues the System Office should consider when determining an effective date for implementation. Once the System Office determines an implementation effective date, the definition and effective date shall be published in the NCCCS Data Dictionary published on the NCCCS website. The Data Governance Committee may also provide recommendations on data entry processes and other best practices that promote data quality. The System Office shall provide guidance to colleges on definition implementation.

(2) The Data Governance Committee shall be composed of the following members, each of whom shall serve for a three-year term:

(A) One College President, who will serve as Chair, appointed by the President of the North Carolina Association of Community College Presidents (NCACCP).

(B) One Instructional Administrator appointed by the President of the North Carolina Association of Community College Instructional Administrators (NCACCIA).

(C) One Continuing Education Administrator and one Basic Skills Director appointed by the President of the North Carolina Community College Adult Educators Association (NCAEA).

- (D) One Student Development Administrator appointed by the President of the Student Development Administrators Association (NCSDA).
- (E) One Chief Financial Officer appointed by the North Carolina Association of Community College Business Officers (ACCBO).
- (F) Three Institutional Research/Institutional Effectiveness Officers appointed by the Community College Planning and Research Organization (CCPRO).
- (G) One Chief Information Officer appointed by the Chief Information Officer Association (CIOA).
- (H) One representative appointed by the Institutional Information Processing System Users Group (IIPS).
- (I) The designee of the North Carolina Community College System President.
- (J) A designee from each System Office division appointed by the division Vice President.

Current members serving on the Data Governance Committee as of the effective date of this rule shall serve the remainder of their terms. Thereafter, as terms expire, or when a vacancy occurs prior to the expiration of a term, members of the Data Governance Committee shall be appointed in accordance with this rule.

- (3) Excluding System Office designees, no member of the Data Governance Committee, shall serve more than two consecutive terms of three years on the Committee. This limitation does not prohibit an individual from serving future terms after a period of non-service of at least one year.
- (4) The Data Governance Committee shall notify colleges of proposed data element definitions and shall provide for a period of no less than 10 business days from the date of notification during which colleges may provide comments on the proposed data element definitions.
- (d) Reports. The trustees and the president of each college are responsible for ensuring information outlined in the Annual Reporting Plan and any ad hoc information requirements requested by the System Office are provided in a timely manner and in the format prescribed by the System President. Required data elements shall conform with the NCCCS Data Dictionary, where applicable.

(e) Reporting Accountability. The System Office shall provide annually to each college president a summary of the college's compliance with this rule for information requirements on the Annual Reporting Plan. The summary shall include whether information was complete, conformed to the definitions in the NCCCS Data Dictionary (if applicable), and provided by the deadline. The System Office shall provide implementation assistance to colleges struggling with compliance. Refusal to provide information in accordance with the Annual Reporting Plan or failure to remedy a multi-year pattern of submitting late, incomplete, or non-conforming information shall constitute non-compliance under 1H SBCCC 200.2(a)(4).

History Note: Authority G.S. 115D-5;

Eff. [October 1, 2018](#)

1B SBCCC 400.5 PERFORMANCE ACCOUNTABILITY

- (a) The System Office shall collect data on the outcomes of the performance measures required by G.S. 115D-31.3 and report annually to the State Board of Community Colleges on each college's outcomes on these performance measures.
- (b) Each college shall publish its data on all performance measures annually in its electronic catalog or on the college's public website.

History Note: Authority G.S. 115D-5;

Eff. [October 1, 2018](#)

1B SBCCC 400.96 ACCREDITATION BY THE SOUTHERN ASSOCIATION

REPEALED by the State Board of Community Colleges, eff. October 1, 2018.

History Note: Authority G.S. 115D-1; 115D-5;

Eff. February 1, 1976;

Readopted Eff. January 5, 1978;

Amended Eff. September 1, 1993; December 1, 1984; July 1, 1980.

Repeal Eff. [October 1, 2018](#)

1B SBCCC 400.97 COLLEGE PLANNING

REPEALED by the State Board of Community Colleges, eff. October 1, 2018.

History Note: Authority G.S. 115D-1; 115D-5;

Eff. May 1, 1982;

Amended Eff. September 1, 1993.

Repeal Eff. [October 1, 2018](#)

1B SBCCC 400.98 PROGRAM REVIEW

REPEALED by the State Board of Community Colleges, eff. October 1, 2018.

History Note: Authority G.S. 115D-5; 115D-31.3; 1999 S.L., c. 237, s. 9.2; 1993 S.L., c. 321, s. 109; S.L. 1995, c. 625;

Eff. February 1, 1990;

Amended Eff. August 1, 1995; September 1, 1993;

Temporary Amendment Eff. June 1, 1997;

Amended Eff. July 1, 1998;

Temporary Amendment Eff. December 6, 1999;

Temporary Amendment Expired September 30, 2000;

Amended Eff. May 1, 2009; August 1, 2001.

Repeal Eff. [October 1, 2018](#)

1B SBCCC 400.99 PROVISION OF INFORMATION TO THE DEPARTMENT OF COMMUNITY COLLEGES

REPEALED by the State Board of Community Colleges, eff. October 1, 2018.

History Note: Authority G.S. 115D-5;

Eff. February 1, 1976;

Readopted Eff. January 5, 1978;

Amended Eff. September 1, 1993; December 1, 1984;

Repeal Eff. [October 1, 2018](#).

SUBCHAPTER 500. STUDENT RIGHTS AND RESPONSIBILITIES

1B SBCCC 500.1 School Absence for National Guard Service

Beginning with the Fall 2017 academic term, each community college shall allow a student enrolled in a community college who is a National Guard service member placed onto State active duty status during an academic term to be given an excused absence for the period of time the student is on active duty.

- (a) Colleges shall provide the student the opportunity to make up any test or other work missed during the excused absence.
- (b) Colleges shall give the student the option, when feasible, to continue classes and coursework during the academic term through online participation for the period of time the student is placed on active duty.
- (c) Colleges shall give the student the option of receiving a temporary grade of "incomplete (IN)" or "absent from the final exam (AB)" for any course that the student was unable to complete as a result of being placed on State active duty status; however, the student must complete the course requirements within the period of time specified by the college to avoid receiving a failing grade for the course.
- (d) Colleges shall permit the student to drop, with no penalty, any course that the student was unable to complete as a result of being placed on State active duty status.

History Note: Authority G.S. 115D-5(x);

Temporary Adoption Eff. [July 1, 2017](#).

1B SBCCC 500.98 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.

History Note: Authority G.S. 115D-5; S.L. 1995, c. 625;

Eff. December 1, 1995;

Temporary Amendment Eff. June 1, 1997;

Amended Eff. July 1, 1998.

1B SBCCC 500.99 School Absence for Religious Observances

Each community college shall adopt a policy that authorizes a minimum of two excused absences each academic year for religious observances required by the faith of a student. The policy may require that the student provide written notice of the request for

an excused absence a reasonable time prior to the religious observance. The policy shall also provide that the student shall be given the opportunity to make up any tests or other work missed due to an excused absence for a religious observance.

History Note: Authority G.S. 115D-5;

Temporary Adoption Eff. November 2, 2010;

Eff. April 1, 2011.

SUBCHAPTER 600. GENERAL COLLEGE OPERATIONS

1B SBCCC 600.99 Intercollegiate Athletics

- (a) No college shall operate an intercollegiate athletic program or team unless the college maintains a membership in good standing with the National Junior College Athletic Association and Region 10. For the purposes of this Rule, "intercollegiate athletic program or team" does not include club teams.
- (b) A college shall not participate in intercollegiate athletics unless any foundation associated with the college pursuant to G.S. 115D-20(9) adopts a policy requiring that the total amount of all athletic scholarships awarded to an individual student-athlete does not exceed the participating student's expenses for tuition, college fees, and course-related books and materials required for the courses in which that student is enrolled.
- (c) A college shall not participate in intercollegiate athletics unless the total amount of all athletic scholarships the college awards plus the total amount of all athletic scholarships awarded by any foundation associated with the college pursuant to G.S. 115D-20(9) does not exceed the participating student's expenses for tuition, college fees, and course-related books and materials required for the courses in which that student is enrolled.
- (d) State funds shall not be used to create, support, maintain, or operate an intercollegiate athletics program.

- (e) Colleges shall neither provide nor offer room and board as part of an intercollegiate athletic scholarship to any student participating in an intercollegiate athletics sport except for temporary room and board associated with specific athletic events.
- (f) For the purposes of this Rule, tuition waivers granted are limited to those authorized by statute. Tuition waivers obtained by students participating in any intercollegiate athletics sport shall be deemed to be a scholarship for tuition.

History Note: Authority G.S. 115D-5;

Eff. August 1, 2009.