

## **1D SBCCC 300.5 Course Standards**

- (a) Master Course Schedule. Colleges shall maintain a master schedule, including days, time, and location for all Continuing Education class offerings, including the physical address to off-campus class locations.
  - (b) Course Approval Process. The provisions for the course approval process for Continuing Education courses follow:
    - (1) Colleges seeking to add a new course to the Combined Course Library or seeking to modify an existing course shall submit a new course or modification request to the North Carolina Community College System Office. The North Carolina Community College System Office shall maintain new course or modification request forms and guidance documents and make them available to colleges upon request.
    - (2) The Continuing Education Leadership Committee, comprised of a rotating slate of Continuing Education senior administrators from local colleges, will review all requests for new courses or course modifications. The Continuing Education Leadership Committee shall recommend approval of the new course or approval of the modification if all of the following conditions are met.
      - (A) All requests for new courses and course modifications must meet the definition of continuing education as defined in 1D SBCCC 300.1(a).
      - (B) All requests for new courses and course modifications must demonstrate workforce need with local and state labor market data.
      - (C) New course requests shall not duplicate the scope of the description of existing Combined Course Library courses.
- For requests that comply with 1D SBCCC 300.5(b)(2)(A)–(C), the Continuing Education Leadership Committee shall submit its recommendation to the Workforce Continuing Education staff at the North Carolina Community College System Office with a copy to the requesting college, and the Workforce Continuing Education staff shall submit the recommendation to the State Board of Community Colleges for final approval.
- (3) Once a course is approved and placed in the Combined Course Library, colleges do not have to seek additional approval from the North Carolina Community

College System Office to offer the course as long as the course meets the standards set forth in this Subchapter.

- (c) **Course Standards.** All Continuing Education course sections shall be based on courses maintained in the Combined Course Library. The course standards for Continuing Education local course offerings follow:
- (1) **Course Title.** A college may use a local course title to clarify the instructional content, instructional methodology, and target audience.
  - (2) **Course Description.** A college may use a local course description to clarify the instructional content, instructional methodology, and target audience as long as the content of the course falls within the scope of the State Board approved course description listed in the Combined Course Library.
  - (3) **Scheduled Hours.** Colleges shall not schedule hours that exceed the maximum approved hours for instruction for the specific course within the Combined Course Library.
- (d) **Continuing Education Units.** One Continuing Education Unit (CEU) is equal to ten contact hours of participation in class.
- (e) **Course Articulation.** In accordance with criteria set forth by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and local college policies, a college may award academic credit for course work taken on a noncredit basis only when there is documentation that the noncredit course work is equivalent to a college designated credit experience as determined by the college.

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

*Eff. [June 1, 2016](#).*