



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*Jennifer Haygood*

*Acting President*

23 October 2017

**IMPORTANT INFORMATION**

**MEMORANDUM**

**TO:** Members of the State Board of Community Colleges  
Community College Presidents  
Boards of Trustees Chairs  
Community College Chief Academic Officers, Chief Admissions Officers, Basic Skills Directors, Business Officers, Continuing Education Officers, Customized Training Directors, Distance Learning, Chief Financial Officers, Financial Aid Officers, Planners, Public Information Officers, Registrars, Student Development Administrators, & Other Interested Parties

**FROM:** Q. Shanté Martin, *NCCCS General Counsel*

**RE:** **Amendment of 1D SBCCC 300.4 – “Program Management”**

On 20 October 2017, the State Board of Community Colleges voted to amend **1D SBCCC 300.4 – “Program Management.”** In S.L. 2017-57, sec. 9.10(b), the General Assembly amended G.S. 115D-20(4)a.2 to expand non-credit courses leading to industry credentials for H.S. Students. G.S. 115D-20(4)a.2. is rewritten as follows:

2. Academic transition pathways for qualified junior and senior high school students that lead to a career technical education ~~certificate or diploma~~ certificate, diploma, or State or industry-recognized credential and academic transition pathways for qualified freshmen and sophomore high school students that lead to a career technical education certificate or diploma in (i) industrial and engineering technologies, (ii) agriculture and natural resources, or (iii) transportation technology.

The requested change amends 1D SBCCC 300.4(c) to provide colleges the guidelines for adopting the language in G.S. 115D-20(40)a.2.

Further, the requested change amends 1D SBCCC 300.4(a) to provide consistent language within the SBCC Code around the Continuing Education Accountability and Integrity Plan as well as providing clarification on the minimum components of a class visitation plan as referenced in 1G SBCCC 400.3(c)(2).

**The rule will be effective 1 November 2017. The new rule will be published on the NC Community College System's website, [www.nccommunitycolleges.edu](http://www.nccommunitycolleges.edu), under "State Board Code."** For your convenience, a copy of the rule is attached to this memorandum.

**CC17-XXX  
E-mail Copy**

Attachment

**STATE BOARD OF COMMUNITY COLLEGES CODE**  
**TITLE 1 – COMMUNITY COLLEGES**

**CHAPTER D. EDUCATION PROGRAMS**

**SUBCHAPTER 300. CONTINUING EDUCATION**

**1D SBCCC 300.4 Program Management**

(a) Program Accountability.

(1) Each college's local board of trustees shall adopt a Continuing Education Accountability and Integrity Plan. At a minimum, the Continuing Education Accountability and Integrity Plan shall define a system of checks and balances to prevent and detect errors or irregularities when reporting hours for FTE purposes and establish a framework for defining program quality and improvement procedures.

(2) Each college shall adopt a class visitation plan as part of the Continuing Education Accountability and Integrity Plan as referenced in 1G SBCCC 400.3(c)(2). At a minimum, class visitation plans shall include the following:

- (A) Course sections offered with waiver eligibility;
- (B) Course sections delivered through distance learning technologies;
- (C) Course sections held at non-college facilities;
- (D) Course sections with irregular or non-traditional schedules; and
- (E) Visitation plans must define frequency visits by reporting term

(3) The local board of trustees shall review the Continuing Education Accountability and Integrity Plan at least once every three years from the date the local board of trustees adopts the Continuing Education Accountability and Integrity Plan.

(4) Colleges shall submit a copy of the Continuing Education Accountability and Integrity Plan, including amendments, to the Continuing Education Department at the System Office upon adoption.

(b) Faculty. Colleges shall employ faculty so as to meet Southern Association of Colleges and Schools Commission on Colleges' (SACSCOC) criteria and local

college policies. All faculty providing instruction in programs with external agency oversight must be a qualified instructor as established by the respective agency or certifying entity.

(c) Services to Minors. For the purposes of this subsection, the word “minor” shall not include minors who have graduated from high school. The major purpose of community colleges is to serve students who have graduated from high school, have obtained a high school equivalency diploma, or are beyond the compulsory age limit of the public school and have left public school. However, a minor may enroll in Continuing Education course sections subject to the following:

(1) Minors Age 16 and 17. A minor, age 16 or 17, may enroll in Continuing Education course sections subject to the following conditions:

(A) Minors shall not displace adults.

(B) Minors shall pay the registration fees associated with the course section except for cases where they meet eligibility requirements for a fee waiver.

(C) If the minor is enrolled in high school, the following restrictions apply:

(i) Colleges shall not designate Continuing Education course sections taken by the high school student to provide partial or full credit towards meeting high school graduation requirements.

(ii) Colleges shall not offer Continuing Education course sections that are specifically scheduled for high school students except:

(I) Course sections that are part of an approved Workforce Continuing Education Career and College Promise Pathway (1D SBCCC 300.4 (c)(1)(D)).

(II) Self-supporting course sections.

(D) Workforce Continuing Education Career and College Promise – The purpose of Workforce Continuing Education Career and College Promise Pathways are to offer structured opportunities for qualified high school students, as determined by the high school principal or the high school principal’s designee and the college’s senior continuing education administrator, the chief student development administrator or the college’s chief academic officer, to dually enroll in community college courses that provide pathways that lead to a State

or industry-recognized credential. Career and College Promise rules applicable to curriculum programs are provided in 1D SBCCC 400.11.

- (i) Career and College Promise is a dual enrollment program for eligible North Carolina high school students. Community colleges may collaborate with local administrative units to offer courses through a Workforce Continuing Education pathway approved by the Continuing Education staff of the System Office.
- (ii) All non-self-support continuing education courses taken by high school students at community colleges in accordance with this Section are registration fee waived.
- (iii) High school students may not audit courses offered under the Career and College Promise Program.
- (iv) A college shall submit a Workforce Continuing Education Pathway application for each Career and College Promise program the college plans to offer to the North Carolina Community College System Office using course codes provided by the North Carolina Community College System Office.
  - (I) The North Carolina Community College System Office assigned Workforce Continuing Education staff shall approve Workforce Continuing Education Pathways before students may enroll.
  - (II) Within the Workforce Continuing Education Pathway, a college shall verify its capacity to teach all course sections in the pathway.
  - (III) Students enrolled in Adult Basic Education or Adult Secondary Education are not eligible for Career and College Promise.
- (i) High school students shall complete college registration documents and provide a high school transcript which demonstrates eligibility to enroll in Career and College Promise as outlined in 1D SBCCC 300.4(c)(1)(D)(ix) to be admitted into a Workforce Continuing Education Career and College Promise pathway.
  - (I) The high school shall provide signed and dated documentation from the high school principal or high school principal's designee providing that

the eligibility requirements for enrollment in Career and College Promise have been met.

(II) Colleges shall verify eligibility prior to enrollment of the student in the Career and College Promise pathway.

(III) Colleges shall maintain verification of student eligibility for Career and College Promise pathways.

(i) Colleges shall assign student codes provided by the North Carolina Community College System Office and shall update the student code to reflect when the student transitions out of the Career and College Promise program and is no longer provided registration fee-waiver status.

(ii) Colleges shall comply with 1D SBCCC 300.6(a) regarding Level I Instructional Service Agreements when providing courses to Career and College Promise students outside of the college's service area.

(iii) High school students who delay graduation to continue eligibility for the Career and College Promise program shall not be eligible to participate in the Career and College Promise program.

(iv) Workforce Continuing Education Pathway

(I) To be eligible for registration in a Workforce Continuing Education Pathway, a high school student shall:

a. Be a high school junior or senior as designated by the local education agency;

b. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal or the high school principal's designee; and

c. Have received career pathway information outlining program requirements for completion of the pathway.

(II) To maintain eligibility for continued registration, a student shall:

a. Continue to make progress toward high school graduation as outlined in G.S. 115C-105.35, and

- b. Continue to make progress toward successful completion of the Workforce Continuing Education pathway as defined in the pathway syllabus
- c. A student who does not meet these criteria will be subject to the college's policy for satisfactory progression.

(III) With approval of the high school principal or the high school principal's designee and the college's senior continuing education administrator, chief student development administrator or chief academic officer, a Workforce Continuing Education Junior or Senior may concurrently enroll in the following:

- a. Two Career and Technical Education Workforce Continuing Education Pathways;
- b. One Career and Technical Education Workforce Continuing Education Pathway and one College Transfer Pathway; or
- c. One Career and Technical Education Workforce Continuing Education Pathway and one Career and Technical Education Curriculum Pathway.

(IV) The student may change the student's pathway with approval of the high school principal or the high school principal's designee and the college's senior continuing education administrator, chief student development administrator or the college's chief academic officer. The college's chief student development administrator or the college's chief academic officer shall approve a change in pathway based on verification that the program change allows the student to meet their newly chosen career path.

(V) The college may award the Workforce Continuing Education Pathway completion, to the Career and College Promise student prior to high school graduation.

(2) Minors Less than Age 16. A minor less than 16 years old may enroll in Continuing Education course sections subject to the following conditions:

- (A) Minors less than 16 years old may enroll in self-supporting safe driving course sections during any reporting term.
- (B) A college may provide classes for minors less than 16 years old only during the summer reporting term. These classes must be self-supporting and may not be designated by the college to provide partial or full credit towards meeting high school graduation requirements.
- (d) Juvenile Justice. Colleges may provide Continuing Education course sections to juveniles of any age who are committed to the Division of Juvenile Justice of the Department of Public Safety, if the juvenile is otherwise qualified for registration in the Continuing Education class and has the approval of the Director of the Youth Development Center to which the juvenile is assigned.
- (e) Once enrolled, minors shall be treated the same as all other students.

*History Note: Authority G.S. 115D-5; G.S. 115D-20(4)(b);*

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

*Amended Eff. [November 1, 2017](#).*