



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*Peter Hans, President*

September 25, 2018

**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, Continuing Education Officers, Financial Aid Officers, Personnel Directors, Student Development Administrators, Public Information Officers, Registrars, & Other Interested Parties

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

**RE:** **Proposed Amendment of 1D SBCCC 400.8**

The State Board of Community Colleges (“SBCC”) has initiated the rulemaking process to amend **1D SBCCC 400.8 – “Courses for Curriculum Programs.”** Newly created co-requisite courses, MAT-010, MAT-021, MAT-043, MAT-052, MAT-071, and ENG-011, will support the efforts of the RISE (Reinforced Instruction for Student Excellence) initiative. The above-mentioned courses are supplemental by design.

**The proposed amendment is 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 proposed rule, with the changes indicated, is attached to this memorandum. Please post a copy of the proposed rule in prominent places so that all individuals affected by the proposed changes will be informed.

Any member of the public has the right to submit written comments on the proposed rule. Please note that any person who submits a public comment on behalf of their community college should comply with their college’s local process for submitting comments on a proposed rule. **Written comments on the rule must be received by no later than 5:00 p.m. on 25 October 2018.** Any member of the public has the right to request a hearing on the proposed rules. **Requests for a hearing must be received by no later than 5:00 p.m. on 10 October 2018.** Written comments and requests for hearing shall be directed to the following address: Q. Shanté Martin, 200 W. Jones Street, 5001 Mail Service Center, Raleigh, NC 27699-5001 or by **email to [publiccomments@nccommunitycolleges.edu](mailto:publiccomments@nccommunitycolleges.edu)**. Thank you for your attention to this matter.

**CC18-047  
E-mail Copy**

Attachments



# State Board of Community Colleges Code

## Notice of Proposed Rulemaking Form

Date: 25 September 2018

<b>Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed</b>	Amend 1D SBCCC 400.8 – “Courses for Curriculum Programs”
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Specify whether the SBCC proposes to adopt amend, or repeal a rule:

Adopt (new rule)	Amend (change existing rule)	Repeal (delete entire rule)
	X	

<b>Rationale for proposed adoption, amendment or repeal:</b>	Newly created co-requisite courses, MAT-010, MAT-021, MAT-043, MAT-052, MAT-071, and ENG-011, will support the efforts of the RISE (Reinforced Instruction for Student Excellence) initiative. The above-mentioned courses are supplemental by design.
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<b>Proposed Effective Date of Rule</b>	December 1, 2018
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1 **State Board of Community Colleges Code**  
2 **TITLE 1 – COMMUNITY COLLEGES**

3  
4 **CHAPTER D. EDUCATION**

5  
6 **SUBCHAPTER 400. CURRICULUM**

7  
8 **1D SBCCC 400.8 Courses for Curriculum Programs**

9 (a) The Combined Course Library shall contain the following elements for all curriculum  
10 program credit courses approved for the North Carolina Community College System:

- 11 (1) Course prefix;  
12 (2) Course number;  
13 (3) Course title;  
14 (4) Classroom hours and laboratory, clinical, and work-based learning contact hours,  
15 if applicable;  
16 (5) Credit hours;  
17 (6) Prerequisites and corequisites, if applicable;  
18 (7) Course description consisting of three sentences; and  
19 (8) Tier Funding classification.

20 (b) The numbering system for curriculum courses within the Combined Course Library is  
21 as follows:

22 (1) The numbers ~~010-099~~ 001-099 shall be assigned to developmental courses or  
23 supplemental courses. Supplemental courses provide supplemental skills to a  
24 specific co-requisite course or customized developmental course delivery.  
25 Developmental courses are designed to address academic preparedness,  
26 workforce retraining, development of general and discipline-specific strategies,  
27 and barriers to learning. Developmental and supplemental courses do not earn  
28 credit toward a certificate, diploma or degree.

29 ~~(2) The numbers 001-009 shall be assigned to supplemental courses. Supplemental~~  
30 ~~courses provide supplemental skills to a specific corequisite course or customized~~

1D SBCCC 400.8 is proposed for amendment as follows:

1 ~~developmental course delivery. These courses do not earn credit toward a~~  
2 ~~certificate, diploma or degree.~~

3 ~~(3)~~(2) The numbers 100-109 and 200-209 shall be assigned to certificate and diploma  
4 level curriculum courses. These courses shall not be included in associate degree  
5 programs.

6 ~~(4)~~(3) The numbers 110-189 and 210-289 shall be assigned to associate degree level  
7 courses. These courses may also be included in certificate and diploma programs.

8 ~~(5)~~(4) The numbers 190-199 and 290-299 shall be assigned to seminar or selected topic  
9 courses that may be offered for a single term and which courses offer content not  
10 found in existing courses. To offer the course content after the initial term, the  
11 Curriculum Review Committee shall approve the course for inclusion in the  
12 Combined Course Library.

13 (c) A college shall use the course information (prefix; number; title; classroom,  
14 laboratory, clinical, and work-based learning contact hours; credit hours;  
15 prerequisites and corequisites; and course description) as listed in the Combined  
16 Course Library.

17 (d) A college may add a fourth sentence to the course description to clarify instructional  
18 content or instructional methodology.

19 (e) A college is responsible for ensuring that students have satisfied requisite course  
20 requirements by documenting that they have either completed the appropriate  
21 courses or have demonstrated that they have the appropriate knowledge and skills  
22 required for admission to the courses as determined by the college.

23 (f) A college may establish a local policy for waiving requisite requirements for individual  
24 students.

25 (g) A college may divide courses into incremental units for greater flexibility in providing  
26 instruction to part-time students or to provide shorter units of study for abbreviated  
27 calendars. Each of the following criteria applies to courses divided into incremental  
28 units:

29 (1) A course may be divided into two or three units that are designated with an  
30 additional suffix following the course prefix and number;

1D SBCCC 400.8 is proposed for amendment as follows:

- 1 (2) The units shall equal the entire course of instruction, without omitting any
- 2 competencies;
- 3 (3) The combined contact and credit hours for the units shall equal the contact and
- 4 credit hours for the course;
- 5 (4) If the course is a prerequisite to another course, the student shall complete all
- 6 component parts before enrolling in the next course; and
- 7 (5) If the course is a corequisite to another course, the student shall take the
- 8 corequisite course before or in conjunction with the prospective course.
- 9 (h) The North Carolina Community College System Office shall appoint a Curriculum
- 10 Review Committee of representatives from Chief Academic Officers and community
- 11 college presidents. The Curriculum Review Committee shall have the authority to do
- 12 the following:
- 13 (1) To approve and maintain curriculum courses in the Combined Course Library;
- 14 (2) To determine whether a curriculum course may meet a general education
- 15 designation for certificates, diplomas and associate in applied science programs
- 16 using the then current criteria established by the Southern Association of Colleges
- 17 and Schools Commission on Colleges and listed in The Principles of Accreditation:
- 18 Foundations for Quality Enhancement.
- 19 (3) To archive curriculum courses that have not been offered by any community
- 20 college for three consecutive years.
- 21 (i) The North Carolina Community College System and The University of North Carolina
- 22 shall appoint a Transfer Advisory Committee of representatives from North Carolina
- 23 community colleges and The University of North Carolina. The Transfer Advisory
- 24 Committee shall have the authority to do the following in regards to curriculum
- 25 courses:
- 26 (1) To determine whether a curriculum course may meet a general education
- 27 designation for Associate in Arts and Associate in Science degrees using the then
- 28 current criteria established by the Southern Association of Colleges and Schools
- 29 Commission on Colleges and listed in The Principles of Accreditation: Foundations
- 30 for Quality Enhancement.

1D SBCCC 400.8 is proposed for amendment as follows:

1 (2) To determine whether a curriculum course may meet a universal general education  
2 transfer component designation using the following standards:

3 (A) Then current criteria established by the Southern Association of College and  
4 Schools Commission on Colleges and listed in The Principles of Accreditation:  
5 Foundations for Quality Enhancement; and

6 (B) General education equivalency at all sixteen constituent institutions of The  
7 University of North Carolina.

8 (3) To determine whether a curriculum course may meet a premajor/elective  
9 designation for Associate in Arts and Associate in Science degrees using the  
10 following standards:

11 (A) Focus on skills, techniques, and procedures specific to the student's  
12 occupation or profession;

13 (B) Similar in intended outcomes and competencies, and so, transferable between  
14 institutions.

15 (j) When a student receives credit for a Combined Course Library curriculum course, this  
16 credit shall be transferable to any college in the North Carolina Community College  
17 System.

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

20 *Temporary Adoption Eff. June 1, 1997;*

21 *Eff. July 1, 1998;*

22 *Amended Eff. \_\_\_\_\_; November 1, 2017; June 1, 2009;*

23 *July 1, 2007; October 1, 2006; December 1, 2004; August 15, 2004.*