



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*Peter Hans, President*

23 March 2020

**MEMORANDUM**

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

**FROM:** Jonathan R. Harris, *NCCCS General Counsel*

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

On 19 March 2020, the State Board of Community Colleges voted to amend **1D SBCCC 300.4 – Program Management**. This amendment modifies the GPA eligibility criteria for high school juniors and seniors registering for a Workforce Continuing Education Pathway. The amendment will result in all three pathways (Workforce Continuing Education, College Transfer and Career Technical Education) having the same GPA eligibility criteria for juniors and seniors.

**The rule will be effective 1 April 2020. The new rule will be published on the NC Community College System's website, [www.nccommunitycolleges.edu/sbcccode](http://www.nccommunitycolleges.edu/sbcccode).** For your convenience, a copy of the rule in its final form is attached to this memorandum. To see the changes made to the rule, click on the April 1, 2020 hyperlink found at the end of the attached rule.

**CC20-025  
E-mail Copy**

Attachment



1                                   **State Board of Community Colleges Code**  
2                                   **TITLE 1 – COMMUNITY COLLEGES**

3  
4                                   **CHAPTER D.   EDUCATION**

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6                                   **SUBCHAPTER 300.   CONTINUING EDUCATION**

7  
8   **1D SBCCC 300.4   Program Management**

9   (a) Program Accountability.

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

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

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

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

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

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

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

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

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

12 (A) Minors shall not displace adults.

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

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

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

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

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

24 (II) Self-supporting course sections.

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

- 1 or industry-recognized credential. Career and College Promise rules  
2 applicable to curriculum programs are provided in 1D SBCCC 400.11.
- 3 (i) Career and College Promise is a dual enrollment program for eligible North  
4 Carolina high school students. Community colleges may collaborate with  
5 local administrative units to offer courses through a Workforce Continuing  
6 Education pathway approved by the Continuing Education staff of the  
7 System Office.
- 8 (ii) All non-self-support continuing education courses taken by high school  
9 students at community colleges in accordance with this Section are  
10 registration fee waived.
- 11 (iii) High school students may not audit courses offered under the Career and  
12 College Promise Program.
- 13 (iv) A college shall submit a Workforce Continuing Education Pathway  
14 application for each Career and College Promise program the college plans  
15 to offer to the North Carolina Community College System Office using  
16 course codes provided by the North Carolina Community College System  
17 Office.
- 18 (I) The North Carolina Community College System Office assigned  
19 Workforce Continuing Education staff shall approve Workforce  
20 Continuing Education Pathways before students may enroll.
- 21 (II) Within the Workforce Continuing Education Pathway, a college shall  
22 verify its capacity to teach all course sections in the pathway.
- 23 (III) Students enrolled in Adult Basic Education or Adult Secondary  
24 Education are not eligible for Career and College Promise.
- 25 (v) High school students shall complete college registration documents and  
26 provide a high school transcript which demonstrates eligibility to enroll in  
27 Career and College Promise as outlined in 1D SBCCC 300.4(c)(1)(D)(ix) to  
28 be admitted into a Workforce Continuing Education Career and College  
29 Promise pathway.
- 30 (I) The high school shall provide signed and dated documentation from the  
31 high school principal or high school principal's designee providing that

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

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

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

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

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

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

17                  (ix) Workforce Continuing Education Pathway

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

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

22                           b. Have an unweighted GPA of 2.8 on high school courses or have the  
23                           recommendation of the high school principal or the high school  
24                           principal's designee; and

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

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

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

- 1                   b. Continue to make progress toward successful completion of the  
2                   Workforce Continuing Education pathway as defined in the pathway  
3                   syllabus
- 4                   c. A student who does not meet these criteria will be subject to the  
5                   college's policy for satisfactory progression.
- 6           (III) With approval of the high school principal or the high school principal's  
7           designee and the college's senior continuing education administrator,  
8           chief student development administrator or chief academic officer, a  
9           Workforce Continuing Education Junior or Senior may concurrently  
10          enroll in the following:
- 11           a. Two Career and Technical Education Workforce Continuing  
12           Education Pathways;
- 13           b. One Career and Technical Education Workforce Continuing  
14           Education Pathway and one College Transfer Pathway; or
- 15           c. One Career and Technical Education Workforce Continuing  
16           Education Pathway and one Career and Technical Education  
17           Curriculum Pathway.
- 18          (IV) The student may change the student's pathway with approval of the  
19          high school principal or the high school principal's designee and the  
20          college's senior continuing education administrator, chief student  
21          development administrator or the college's chief academic officer. The  
22          college's chief student development administrator or the college's chief  
23          academic officer shall approve a change in pathway based on  
24          verification that the program change allows the student to meet their  
25          newly chosen career path.
- 26          (V) The college may award the Workforce Continuing Education Pathway  
27          completion, to the Career and College Promise student prior to high  
28          school graduation.
- 29          (2) Minors Less than Age 16. A minor less than 16 years old may enroll in Continuing  
30          Education course sections subject to the following conditions:

1D SBCCC 300.4 is amended as follows:

1 (A) Minors less than 16 years old may enroll in self-supporting safe driving course  
2 sections during any reporting term.

3 (B) A college may provide classes for minors less than 16 years old only during the  
4 summer reporting term. These classes must be self-supporting and may not be  
5 designated by the college to provide partial or full credit towards meeting high  
6 school graduation requirements.

7 (d) Juvenile Justice. Colleges may provide Continuing Education course sections to  
8 juveniles of any age who are committed to the Division of Juvenile Justice of the  
9 Department of Public Safety, if the juvenile is otherwise qualified for registration in the  
10 Continuing Education class and has the approval of the Director of the Youth  
11 Development Center to which the juvenile is assigned.

12 (e) Once enrolled, minors shall be treated the same as all other students.

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

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

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

17 *Amended Eff. [April 1, 2020](#).*