



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Dr. William S. Carver, II
Interim President

NUMBERED MEMO CC22-053

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

FROM: Tawanda Foster Artis
NCCCS General Counsel

SUBJECT: Proposed Amendment of 1D SBCCC 300.4 – Program Management

DATE: November 22, 2022

The State Board of Community Colleges has initiated the rulemaking process to amend **1D SBCCC 300.4 – Program Management**. This proposed amendment would allow “qualified youth” over age 15 and under age 18 to enroll in fire-training courses on a specialized list approved by the State Board of Community Colleges in accordance with G.S. 115D-5(b)(2). Colleges would be able to earn fulltime-equivalent (FTE) hours for minors enrolled in fire training courses.

The proposed amendment is published on the NC Community College System's website, www.nccommunitycolleges.edu/sbcccode. For your convenience, a copy of the proposed rule, with the changes indicated, are attached to this memorandum. Strikethroughs indicate deletions of existing language and underlines indicate additions of language.

Any member of the public has the right to submit written comments on the proposed rule. Please note that any person who submits public comments 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 December 22, 2022. Any member of the public has the right to request a hearing on the proposed rule. Requests for a hearing must be received by no later than 5:00 p.m. on December 7, 2022. Written comments and requests for hearing shall be directed to the following address: Tawanda Foster Artis, 5001 Mail Service Center, Raleigh, NC 27699-5001 or by email to **publiccomments@nccommunitycolleges.edu**. Thank you for your attention to this matter.

CC22-053

E-mail Copy
Attachments



Notice of Proposed Rulemaking Form

Date: November 22, 2022

Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed	Amend 1D SBCCC 300.4 – Program Management
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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	

Rationale for proposed adoption, amendment, or repeal:	This amendment is requested to allow “qualified youth” over age 15, but under age 18 to enroll in fire-training courses on a specialized list approved by the State Board of Community Colleges, as required by S.L. 2022-69.
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Proposed Effective Date of Rule	February 1, 2023
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Title 1 is proposed for amendment as follows:



1 **State Board of Community Colleges Code**
2 **Title 1 – COMMUNITY COLLEGES**
3

4 **CHAPTER D. EDUCATION PROGRAMS**
5

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
13 to prevent and detect errors or irregularities when reporting hours for FTE
14 purposes and establish a framework for defining program quality and
15 improvement 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
26 of 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
29 at the System Office upon adoption.

30 (b) Faculty. Colleges shall employ faculty so as to meet Southern Association of

1 Colleges and Schools Commission on Colleges' (SACSCOC) criteria and local
2 college policies. All faculty providing instruction in programs with external agency
3 oversight must be a qualified instructor as established by the respective agency or
4 certifying entity.

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

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

13 (A) Minors shall not displace adults.

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

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

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

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

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

25 (II) Self-supporting course sections.

26 (D) Workforce Continuing Education Career and College Promise – The purpose
27 of Workforce Continuing Education Career and College Promise Pathways
28 are to offer structured opportunities for qualified high school students, as
29 determined by the high school principal or the high school principal's
30 designee and the college's senior continuing education administrator, the
31 chief student development administrator or the college's chief academic

1 officer, to dually enroll in community college courses that provide pathways
2 that lead to a State or industry-recognized credential. Career and College
3 Promise rules applicable to curriculum programs are provided in 1D SBCCC
4 400.11.

5 (i) Career and College Promise is a dual enrollment program for eligible
6 North Carolina high school students. Community colleges may
7 collaborate with local administrative units to offer courses through a
8 Workforce Continuing Education pathway approved by the Continuing
9 Education staff of the System Office.

10 (ii) All non-self-support continuing education courses taken by high school
11 students at community colleges in accordance with this Section are
12 registration fee waived.

13 (iii) High school students may not audit courses offered under the Career and
14 College Promise Program.

15 (iv) A college shall submit a Workforce Continuing Education Pathway
16 application for each Career and College Promise program the college
17 plans to offer to the North Carolina Community College System Office
18 using course codes provided by the North Carolina Community College
19 System Office.

20 (I) The North Carolina Community College System Office assigned
21 Workforce Continuing Education staff shall approve Workforce
22 Continuing Education Pathways before students may enroll.

23 (II) Within the Workforce Continuing Education Pathway, a college shall
24 verify its capacity to teach all course sections in the pathway.

25 (III) Students enrolled in Adult Basic Education or Adult Secondary
26 Education are not eligible for Career and College Promise.

27 (v) High school students shall complete college registration documents and
28 provide a high school transcript which demonstrates eligibility to enroll in
29 Career and College Promise as outlined in 1D SBCCC 300.4(c)(1)(D)(ix)
30 to be admitted into a Workforce Continuing Education Career and College
31 Promise pathway.

1 (I) The high school shall provide signed and dated documentation from
2 the high school principal or high school principal's designee providing
3 that the eligibility requirements for enrollment in Career and College
4 Promise have been met.

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

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

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

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

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

20 (ix) Workforce Continuing Education Pathway

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

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

25 b. Have an unweighted GPA of 2.8 on high school courses or have
26 the recommendation of the high school principal or the high school
27 principal's designee; and

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

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

31 a. Continue to make progress toward high school graduation as

1 outlined in G.S. 115C-105.35, and

2 b. Continue to make progress toward successful completion of the
3 Workforce Continuing Education pathway as defined in the
4 pathway syllabus

5 c. A student who does not meet these criteria will be subject to the
6 college's policy for satisfactory progression.

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

12 a. Two Career and Technical Education Workforce Continuing
13 Education Pathways;

14 b. One Career and Technical Education Workforce Continuing
15 Education Pathway and one College Transfer Pathway; or

16 c. One Career and Technical Education Workforce Continuing
17 Education Pathway and one Career and Technical Education
18 Curriculum Pathway.

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

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

30 (2) Minors Less than Age 16. A minor less than 16 years old may enroll in Continuing

1 Education course sections subject to the following conditions:

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

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

8 (C) Notwithstanding 1D SBCCC 300.4(c)(2)(B), Minors who are at least 15 years
9 old and less than 18 years old, and who are uncompensated members of a
10 bona fide fire department or rescue squad, pursuant to G.S. 95-25.5(n), may
11 enroll in fire-training courses, including certification-eligible courses, on a
12 specialized course list approved by the State Board of Community Colleges
13 in accordance with G.S. 115D-5(b)(2). Colleges may earn fulltime-equivalent
14 (FTE) hours for minors enrolled in fire-training courses.

15 (D) Minors shall not displace adults.

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

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

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

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

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

27 (II) Self-supporting course sections.

28 (d) Juvenile Justice. Colleges may provide Continuing Education course sections to
29 juveniles of any age who are committed to the Division of Juvenile Justice of the
30 Department of Public Safety, if the juvenile is otherwise qualified for registration in
31 the Continuing Education class and has the approval of the Director of the Youth

1 Development Center to which the juvenile is assigned.

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

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

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

6 *Amended Eff. _____; [April 1, 2020](#); [November 1, 2017](#).*

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