



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

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4                                   **CHAPTER D.           EDUCATION PROGRAMS**

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6                                   **SUBCHAPTER 300.   CONTINUING EDUCATION**

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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  
17    Education Accountability and Integrity Plan as referenced in 1G SBCCC  
18    400.3(c)(2). At a 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  
25    Accountability and Integrity Plan at least once every three years from the date  
26    the local board of trustees adopts the Continuing Education Accountability and  
27    Integrity Plan.

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

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

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

36 (c) Services to Minors. For the purposes of this subsection, the word “minor” shall not  
37 include minors who have graduated from high school. The major purpose of  
38 community colleges is to serve students who have graduated from high school,  
39 have obtained a high school equivalency diploma, or are beyond the compulsory  
40 age limit

41 of the public school and have left public school. However, a minor may enroll in  
42 Continuing Education course sections subject to the following:

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

45 (A) Minors shall not displace adults.

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

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

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

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

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

57 (II) Self-supporting course sections.

58 (D) Workforce Continuing Education Career and College Promise – The  
59 purpose of Workforce Continuing Education Career and College Promise  
60 Pathways are to offer structured opportunities for qualified high school  
61 students, as determined by the high school principal or the high school  
62 principal’s designee and the college’s senior continuing education  
63 administrator, the chief student development administrator or the college’s

64 chief academic officer, to dually enroll in community college courses that  
65 provide pathways that lead to a State or industry-recognized credential.  
66 Career and College Promise rules applicable to curriculum programs are  
67 provided in 1D SBCCC 400.11.

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

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

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

78 (iv) A college shall submit a Workforce Continuing Education Pathway  
79 application for each Career and College Promise program the college  
80 plans to offer to the North Carolina Community College System Office  
81 using course codes provided by the North Carolina Community College  
82 System Office.

83 (I) The North Carolina Community College System Office assigned  
84 Workforce Continuing Education staff shall approve Workforce  
85 Continuing Education Pathways before students may enroll.

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

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

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

- 95 (I) The high school shall provide signed and dated documentation from  
96 the high school principal or high school principal's designee  
97 providing that the eligibility requirements for enrollment in Career and  
98 College Promise have been met.
- 99 (II) Colleges shall verify eligibility prior to enrollment of the student in the  
100 Career and College Promise pathway.
- 101 (III) Colleges shall maintain verification of student eligibility for Career  
102 and College Promise pathways.
- 103 (vi) Colleges shall assign student codes provided by the North Carolina  
104 Community College System Office and shall update the student code to  
105 reflect when the student transitions out of the Career and College  
106 Promise program and is no longer provided registration fee-waiver  
107 status.
- 108 (vii) Colleges shall comply with 1D SBCCC 300.6(a) regarding Level I  
109 Instructional Service Agreements when providing courses to Career  
110 and College Promise students outside of the college's service area.
- 111 (viii) High school students who delay graduation to continue eligibility for the  
112 Career and College Promise program shall not be eligible to participate in  
113 the Career and College Promise program.
- 114 (ix) Workforce Continuing Education Pathway
- 115 (I) To be eligible for registration in a Workforce Continuing Education  
116 Pathway, a high school student shall:
- 117 a. Be a high school junior or senior as designated by the local  
118 education agency;
- 119 b. Have an unweighted GPA of 2.8 on high school courses or have  
120 the recommendation of the high school principal or the high  
121 school principal's designee; and
- 122 c. Have received career pathway information outlining program  
123 requirements for completion of the pathway.
- 124 (II) To maintain eligibility for continued registration, a student shall:
- 125 a. Continue to make progress toward high school graduation as

- 126 outlined in G.S. 115C-105.35, and  
127 b. Continue to make progress toward successful completion of the  
128 Workforce Continuing Education pathway as defined in the  
129 pathway syllabus  
130 c. A student who does not meet these criteria will be subject to the  
131 college's policy for satisfactory progression.

132 (III) With approval of the high school principal or the high school  
133 principal's designee and the college's senior continuing education  
134 administrator, chief student development administrator or chief  
135 academic officer, a

136 Workforce Continuing Education Junior or Senior may concurrently  
137 enroll in the following:

- 138 a. Two Career and Technical Education Workforce Continuing  
139 Education Pathways;  
140 b. One Career and Technical Education Workforce Continuing  
141 Education Pathway and one College Transfer Pathway; or  
142 c. One Career and Technical Education Workforce Continuing  
143 Education Pathway and one Career and Technical Education  
144 Curriculum Pathway.

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

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

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

157 Continuing Education course sections subject to the following conditions:

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

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

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

171 (D) Minors shall not displace adults.

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

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

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

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

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

183 (II) Self-supporting course sections.

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

188 Development Center to which the juvenile is assigned.

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

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

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

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

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