



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*James C. Williamson, Ph.D.*

*President*

15 September 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, Continuing Education Officers, Financial Aid Officers, Planners, Public Information Officers, Registrars, Student Development Administrators, & Other Interested Parties

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

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

The State Board of Community Colleges (SBCC) has initiated the rulemaking process 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 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 October 15, 2017.** 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 September 30, 2017.** 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.

**CC17-042  
E-mail Copy**

Attachments



# State Board of Community Colleges Code

## Notice of Proposed Rulemaking Form

Date: 15 September 2017

<b>Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed</b>	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	

<b>Rationale for proposed adoption, amendment or repeal:</b>	<p>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:</p> <p style="margin-left: 40px;">2. Academic transition pathways for qualified junior and senior high school students that lead to a career technical education <del>certificate or diploma</del> <u>certificate, diploma, or State or industry-recognized credential</u> 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.</p> <p>The requested change amends 1D SBCCC 300.4(c) to provide colleges the guidelines for adopting the language in G.S. 115D-20(4)a.2.</p> <p>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).</p>
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<b>Proposed Effective Date of Rule</b>	December 1, 2017
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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 ~~Internal~~  
11       ~~Program Accountability~~Accountability and Integrity Plan. At a minimum, the  
12       Continuing Education ~~Internal Program Accountability~~Accountability and Integrity  
13       Plan shall define a system of checks and balances to prevent and detect errors or  
14       irregularities when reporting hours for FTE purposes and establish a framework  
15       for defining program quality and 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       (2)(3) The local board of trustees shall review the Continuing Education ~~Internal~~  
25       ~~Program Accountability~~Accountability and Integrity Plan at least once every three  
26       years from the date the local board of trustees adopts the Continuing Education  
27       ~~Internal Program Accountability~~Accountability and Integrity Plan.

28       (3)(4) Colleges shall submit a A copy of the Continuing Education ~~Internal Program~~  
29       ~~Accountability~~Accountability and Integrity Plan, including amendments, ~~shall be~~  
30       ~~submitted~~ to the Continuing Education Department at the System Office upon  
31       adoption.

1 (b) Faculty. Colleges shall employ faculty so as to meet Southern Association of  
2 Colleges and Schools Commission on Colleges' (SACSCOC) criteria and local  
3 college policies. All faculty providing instruction in programs with external agency  
4 oversight must be a qualified instructor as established by the respective agency or  
5 certifying entity.

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

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

14 (A) Minors shall not displace adults.

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

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

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

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

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

26 (II) Self-supporting course sections.

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

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

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

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

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

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

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

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

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

28 (v) High school students shall complete college registration documents and  
29 provide a high school transcript which demonstrates eligibility to enroll in  
30 Career and College Promise as outlined in 1D SBCCC 300.4(c)(1)(D)(ix) to

1 be admitted into a Workforce Continuing Education Career and College  
2 Promise pathway.

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

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

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

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

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

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

21 (ix) Workforce Continuing Education Pathway

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

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

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

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

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

- 1           a. Continue to make progress toward high school graduation as  
2           outlined in G.S. 115C-105.35, and
- 3           b. Continue to make progress toward successful completion of the  
4           Workforce Continuing Education pathway as defined in the pathway  
5           syllabus
- 6           c. A student who does not meet these criteria will be subject to the  
7           college's policy for satisfactory progression.

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

- 13           a. Two Career and Technical Education Workforce Continuing  
14           Education Pathways;
- 15           b. One Career and Technical Education Workforce Continuing  
16           Education Pathway and one College Transfer Pathway; or
- 17           c. One Career and Technical Education Workforce Continuing  
18           Education Pathway and one Career and Technical Education  
19           Curriculum Pathway.

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

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



1 ~~(III) Continuing Education course sections that maintain 90% (ninety~~  
2 ~~percent) of instructional hours within the summer reporting term as~~  
3 ~~defined in 1G SBCCC 200.99(a)(1)(B).~~

4 ~~(IV) Self-supporting courses which may be provided during any reporting~~  
5 ~~term.~~

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

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

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

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

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

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

22 *Eff. ~~June 1, 2016.~~ June 1, 2016;*

23 *Amended Eff. December 1, 2017.*