

NUMBERED MEMO CC25-030

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, Distance Learning, Financial Aid Officers, Personnel Officers, Student Development Administrators, Public Information Officers, Registrars, & Other Interested Parties

FROM: Jonnell Carpenter, *NCCCS General Counsel*

SUBJECT: Proposed Amendment of 1D SBCCC 400.8 – Courses for Curriculum Programs

DATE: April 8, 2025

On April 4, 2025, the State Board of Community Colleges initiated the rulemaking process to amend **1D SBCCC 400.8 – Courses for Curriculum Programs**. The proposed amendment would clarify the duties of the appointed Curriculum Review Committee and the Transfer Advisory Committee. This change also establishes the criteria set by institutional accrediting agencies instead of the Southern Association of College and Schools Commission on Colleges (SACSCOC). The proposed amendment is published on the NC Community College System's website, [Numbered Memos - NCCCS \(ncccommunitycolleges.edu\)](https://www.ncccommunitycolleges.edu/numbered-memos). For your convenience, a copy of the proposed rule, with the changes indicated, is 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 May 8, 2025.** 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 April 23, 2025.**

Written comments and requests for hearing shall be directed to the following address: Jonnell Carpenter, 5001 Mail Service Center, Raleigh, NC 27699-5001 or by email to publiccomments@nccommunitycolleges.edu. Thank you for your attention to this matter.

CC25-030

Email Copy
Attachment



State Board of Community Colleges Code

Notice of Proposed Rulemaking Form

Date: April 8, 2025

Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed	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)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Rationale for proposed adoption, amendment or repeal:	The NC Association of Community College Presidents recommended the proposed changes with the aim to improve efficiency, reduce duplication, and create a consistent, data-driven process for the System Office to communicate data to the community colleges, ensuring the programs align with the workforce demand.
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Proposed Effective Date of Rule	August 1, 2025
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1D SBCCC 400.8 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 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 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 100-109 and 200-209 shall be assigned to certificate and diploma
30 level curriculum courses. These courses shall not be included in associate degree
31 programs.

- 1 (3) The numbers 110-189 and 210-289 shall be assigned to associate degree level
2 courses. These courses may also be included in certificate and diploma programs.
- 3 (4) The numbers 190-199 and 290-299 shall be assigned to seminar or selected topic
4 courses that may be offered for a single term and which courses offer content not
5 found in existing courses. To offer the course content after the initial term, the
6 Curriculum Review Committee shall approve the course for inclusion in the
7 Combined Course Library.
- 8 (c) A college shall use the course information (prefix; number; title; classroom,
9 laboratory, clinical, and work-based learning contact hours; credit hours;
10 prerequisites and corequisites; and course description) as listed in the Combined
11 Course Library.
- 12 (d) A college may add a fourth sentence to the course description to clarify instructional
13 content or instructional methodology.
- 14 (e) A college is responsible for ensuring that students have satisfied requisite course
15 requirements by documenting that they have either completed the appropriate
16 courses or have demonstrated that they have the appropriate knowledge and skills
17 required for admission to the courses as determined by the college.
- 18 (f) A college may establish a local policy for waiving requisite requirements for individual
19 students.
- 20 (g) A college may divide courses into incremental units for greater flexibility in providing
21 instruction to part-time students or to provide shorter units of study for abbreviated
22 calendars. Each of the following criteria applies to courses divided into incremental
23 units:
- 24 (1) A course may be divided into two or three units that are designated with an
25 additional suffix following the course prefix and number;
- 26 (2) The units shall equal the entire course of instruction, without omitting any
27 competencies;
- 28 (3) The combined contact and credit hours for the units shall equal the contact and
29 credit hours for the course;
- 30 (4) If the course is a prerequisite to another course, the student shall complete all
31 component parts before enrolling in the next course; and

1 (5) If the course is a corequisite to another course, the student shall take the
2 corequisite course before or in conjunction with the prospective course.

3 (h) The North Carolina Community College System Office shall appoint a Curriculum
4 Review Committee of representatives from Chief Academic Officers and community
5 college presidents. The Curriculum Review Committee shall have the authority to: ~~do~~
6 the following:

7 (1) ~~To a~~ Approve and maintain curriculum courses in the Combined Course Library;

8 (2) ~~To~~ Determine whether a curriculum course may meet a general education
9 designation for certificates, diplomas and associate in applied science programs
10 using the then current criteria ~~established by the Southern Association of~~
11 ~~Colleges and Schools Commission on Colleges and listed in the Principles of~~
12 ~~Accreditation: Foundations for Quality Enhancement~~ guided by criteria from
13 institutional accrediting agencies.

14 (3) ~~To a~~ Archive curriculum courses that have not been offered by any community
15 college for three consecutive years.

16 (i) The North Carolina Community College System and The University of
17 North Carolina shall appoint a Transfer Advisory Committee of
18 representatives from North Carolina community colleges and The
19 University of North Carolina. The Transfer Advisory Committee shall
20 have the authority to do the following in regards to curriculum courses:

21 (4) ~~To~~ determine whether a curriculum course may meet a general education
22 designation for Associate in Arts and Associate in Science degrees ~~using the then~~
23 ~~current criteria established by the Southern Association of Colleges and Schools~~
24 ~~Commission on Colleges and listed in The Principles of Accreditation:~~
25 ~~Foundations for Quality Enhancement~~ guided by criteria from institutional
26 accrediting agencies.

27 (2) (1) To determine whether a curriculum course may meet a universal general
28 education transfer component designation using the following standards:

29 (A) Then current criteria established by criteria established by institutional
30 accrediting agencies ~~the Southern Association of College and Schools~~

1 ~~Commission on Colleges and listed in The Principles of Accreditation:~~
2 ~~Foundations for Quality Enhancement; and~~

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

5 ~~(3)~~(2) To determine whether a curriculum course may meet a premajor/elective
6 designation for Associate in Arts and Associate in Science degrees using the
7 following standards:

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

10 (B) Similar in intended outcomes and competencies, and so, transferable
11 between institutions.

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

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

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

18 *Eff. July 1, 1998;*

19 *Amended Eff. _____; [December 1, 2018](#); [November 1, 2017](#);*

20 *June 1, 2009; July 1, 2007; October 1, 2006; December 1, 2004; August*
21 *15, 2004.*

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