

NUMBERED MEMO CC25-056

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: Amendment of 1D SBCCC 300.6 – Instructional Service Agreements

DATE: July 22, 2025

On July 18, 2025, the State Board of Community Colleges voted to amend the State Board Code, **1D SBCCC 300.6 – Instructional Service Agreements**. This amendment removes all references of “instructional service agreement” with “cooperative continuing education” to improve efficiency, reduce duplication, and establishes a consistent, data-driven process for the System Office to communicate essential data to the community colleges.

The amendment will be effective August 1, 2025. At that time, the amended rule will be published on the North Carolina Community College System’s website, [State Board Code - NCCCS \(nccommunitycolleges.edu\)](https://www.nccommunitycolleges.edu/state-board-code). For your convenience, a copy of the rule in its final form is attached to this memorandum.

CC25-056

E-mail Copy
Attachment

**State Board of Community Colleges Code
TITLE 1. COMMUNITY COLLEGES**



CHAPTER D. EDUCATION PROGRAMS

SUBCHAPTER 300. CONTINUING EDUCATION

1D SBCCC 300.6 Cooperative Continuing Education Agreements

(a) Level One Cooperative Continuing Education Agreement.

(1) A college may offer continuing education courses in an area assigned to another college by providing a written, level one instructional service agreement under the following conditions:

(A) Resources are solely provided by the college requesting permission to enter into another college's service area; and

(B) The requesting college does not share the FTE with the other college(s).

For the purposes of this rule, "an area assigned to another college" shall include an online class that is set up to specifically target students in another college's service area.

(2) The level one Cooperative Continuing Education Agreement shall:

(A) Be approved by each local board of trustees unless the board has delegated authority to the president to enter into level Cooperative Continuing Education Agreements:

(B) Be signed by the presidents of each participating college;

(C) Specify the course(s) or program(s) to be delivered into the other college's service area;

(D) Specify the plan for delivery of the instruction;

(E) Specify the conditions and time frame for termination of the agreement; and

(F) Be maintained on file at all colleges involved for compliance review purposes.

(b) Level Two Cooperative Continuing Education Agreement.

(1) Two or more colleges may jointly offer continuing education courses by providing a written, level two Cooperative Continuing Education Agreement under the following conditions:

- (A) Resources are shared between the participating colleges; and
 - (B) FTE may be shared between the participating colleges.
- (2) The level two Cooperative Continuing Education Agreement shall:
- (A) Be approved by each local board of trustees unless the board has delegated authority to the president to enter into level two Cooperative Continuing Education Agreements;
 - (B) Be signed by the president of each participating college;
 - (C) Specify the course(s) to be delivered to the other college's service area;
 - (D) Specify the plan for delivery of the instruction;
 - (E) Specify the proration of resources and FTE allocated for each college;
 - (F) Specify the conditions and time frame for termination of the agreement;
 - (G) Be filed with the System Office President prior to implementation of the course(s); and
 - (H) Be maintained on file at all colleges involved for compliance review purposes.

History Note: Authority G.S. 115D-5; S.L. 1993, 2nd session, c. 769, p. 18, s. 18; S.L. 1995, c. 625;
Temporary Adoption Eff. October 31, 1994, for a period of 180 days or until the permanent rule becomes effective, whichever is sooner;
Eff. May 1, 1995;
Temporary Amendment Eff. June 1, 1997;
Amended Eff. August 1, 2025; June 1, 2016; November 1, 2014; August 1, 2004; July 1, 1998.