



CURRICULUM PROCEDURES REFERENCE MANUAL

Section 6

Cooperative Agreement Procedures

SECTION 6 COOPERATIVE AGREEMENT PROCEDURES

COOPERATIVE CONTINUING EDUCATION AGREEMENTS (CCEA)

Level One CCEA (Permission Slip): Level One agreements should be utilized when a college is requesting permission to deliver continuing education courses into another college's service area. These agreements do not involve the sharing of resources or FTE. This level of agreement does not have to be approved or kept on file by the System Office, however, it must be kept on file at participating colleges for audit purposes as long as the agreement is active. It is recommended to keep a copy of any termination on file thereafter.

A suggested template is provided for a Level One CCEA (*Attachment 06A*). Colleges may add additional specifications to these templates to satisfy unique needs or clarify individual institution requirements, however, please note that a Level One CCEA must include the following:

- a. Be approved by each local board of trustees unless the board has delegated authority to the president to enter into Level One 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 audit purposes.

Level Two CCEA (Joint Offering of a Course): Level Two agreements should be utilized when two or more colleges are jointly offering continuing education courses. Level Two involves the sharing of resources in order to offer a course and colleges contributing resources toward instruction may share FTE. These agreements must be filed with the System Office prior to implementation of the course(s). They do not require System Office approval. The agreement must be kept on file at participating colleges for audit purposes as long as the agreement is active. It is recommended to keep a copy of any termination on file thereafter.

A suggested template is provided for a Level Two CCEA (*Attachment 06B*). Colleges may add additional specifications to these templates to satisfy unique needs or clarify individual institution requirements, however, please note that a Level Two CCEA must include the following:

- 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 audit purposes

The delivery of continuing education courses delivered into another college's service area via non-traditional delivery as defined in 1G SBCCC 200.93(e)(1) does not require a cooperative agreement.

COOPERATIVE CURRICULUM AGREEMENTS (CCA)

Level One CCA (Permission Slip): Level One agreements should be utilized when a college is requesting permission to deliver curriculum course(s) or a curriculum program into another college's service area. These agreements do not involve the sharing of resources or FTE. This level of agreement does not have to be approved or kept on file by the System Office, however, it must be kept on file at participating colleges for audit purposes as long as the agreement is active. It is recommended to keep a copy of any termination on file thereafter.

A suggested template is provided for a Level One CCA (*Attachment 06A*). Colleges may add additional specifications to these templates to satisfy unique needs or clarify individual institution requirements, however, please note that a Level One CCA must include the following:

- a. Be approved by each local board of trustees unless the board has delegated authority to the president to enter into Level One Cooperative Curriculum 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 audit purposes.

Level Two CCA (Joint Offering of a Course): Level Two agreements should be utilized when two or more colleges are jointly offering curriculum courses. Level Two involves the sharing of resources in order to offer a course and colleges contributing resources toward instruction may share FTE. These agreements must be filed with the System Office prior to implementation of the course(s). They do not require System Office approval. The agreement must be kept on file at participating colleges for audit purposes as long as the agreement is active. It is recommended to keep a copy of any termination on file thereafter.

A suggested template is provided for a Level Two CCA (*Attachment 06B*). Colleges may add additional specifications to these templates to satisfy unique needs or clarify individual institution requirements, however, please note that a Level Two CCA must include the following:

- a. Be approved by each local board of trustees unless the board has delegated authority to the president to enter into Level Two Cooperative Curriculum 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 audit purposes.

The delivery of curriculum courses or continuing education courses delivered into another college's service area via non-traditional delivery as defined in 1G SBCCC 200.93(e)(1) does not require a cooperative agreement.

Level Three CCA (Joint Offering of a Program)

Level Three agreements should be utilized when two or more colleges are jointly offering a curriculum program. Level Three involves the sharing of resources and colleges contributing resources towards instruction may share FTE. This agreement must be signed by the System Office President prior to implementation of the program. It must be kept on file at participating colleges for audit purposes as long as the agreement is active, and is recommended to keep a copy of any termination on file thereafter.

We have created a suggested template for a Level Three CCA (*Attachment 06C*). Colleges may add additional specifications to these templates to satisfy unique needs or clarify individual institution requirements, however, please note that a Level Three CCA must include the following:

- a. Be approved by each participating board of trustees;
- b. Be signed by the board of trustees chair of each participating college;
- c. Be signed by the president of each participating college;
- d. Specify the program to be shared;
- e. Specify the plan for delivery of the program;
- f. Specify the proration of resources and/or FTE allocated for each college;
- g. Specify the conditions and time frame for termination of the agreement;
- h. Certify that appropriate and adequate resources are available between participating colleges. Where feasible, joint utilization of physical facilities, equipment, materials, and instructional faculty shall be considered;

- i. Certify that the curriculum program meets the standards of the appropriate accrediting agency or licensing authority;
- j. Specify which college will grant the award;
- k. Specify that only the college providing the instruction will record the letter grade on the student transcript;
- l. Specify that any participating college(s) that does not have approval of the State Board of Community Colleges for the program will not award a certificate, diploma or associate degree under the authority of the approved level three cooperative curriculum agreement.
- m. Be signed by the President of the North Carolina Community College System prior to implementation of the program; and
- n. Be maintained on file at each participating college for audit purposes.

Colleges should not add or delete courses without filing a revised participating Level III CCA POS for host and System Office approval. Notification of a revised participating Level III program of study shall be sent by the participating college to the host college, who will route it to the System Office prior to start of the revised effective term. Please use the form provided (*Attachment 06D*). The System Office will email a copy of the revised POS to both the host and the participating college. The participating college should replicate the approved revision in their local CIS. The approved hard copy should be maintained for documentation by both the participating college and the host college. A copy will also be maintained on file by the System Office. NOTE: If the participating college needs to update their approved program of study to simply reflect a new version of approved course(s), then the participating college should update their local CIS POS *only*.

Notification of termination of a Level Three Agreement shall be sent to the System Office President by the college which grants the award, prior to the effective termination date. Please use the form provided (*Attachment 06E*).

The delivery of curriculum programs delivered into another college's service area via non-traditional delivery as defined in 1G SBCCC 200.93(e)(1) does not require a cooperative agreement.

A college may not delegate curriculum program approval to another college. Program approval is granted by the State Board of Community Colleges using criteria set forth in 1D SBCCC 400.6.

References: 1A SBCCC 300.1(a), 1G SBCCC 200.93(e), 1D SBCCC 400.7, and CC04-219

PROCESS FOR APPROVAL

Level One CCEA/CCA:

This level of agreement does not have to be approved or kept on file by the System Office, however, it must be kept on file at participating colleges for audit purposes as long as the agreement is active. It is recommended to keep a copy of any termination on file thereafter.

Level Two and Level Three CCEA/CCA:

Cooperative Agreement Procedures Revised 06/05/14; Editorial Revision 09/01/15; 12/22/16; 11/20/17; Editorial Revision 12/01/18; Editorial Revision 01/14/19; Editorial Revision 04/01/19; Editorial Revision 07/30/19; Editorial Revision 3/31/2022; Editorial Revision 6/14/22; Editorial Revision 08/0/2022; Revised 11/08/2023; Revised 6/26/2025; Revised 01/26/2026.

The Agreement must be signed by the College President and the Board of Trustees Chairperson of each of the participating institutions. A Level Two does not require Board of Trustee signature if the Board has delegated authority to the president to enter into a Level Two.

The Level Two and Level Three must be submitted **prior** to implementation of the course/program. It must be kept on file at participating colleges for audit purposes as long as the agreement is active, and is recommended to keep a copy of any termination on file thereafter.

The applying/host college (approved by the State Board of Community Colleges to offer the course or curriculum program) should submit the signed Level Two or Three Cooperative Agreement via email to programs@ncccommunitycolleges.edu

Please utilize the following submission deadlines when filing a Level Three CCA (CC04-219):

Intended Implementation	Filing Deadline
Fall	June 15
Spring	November 15
Summer	March 20

Thank you for adhering to the filing deadlines. This time is needed for the thorough processing of agreements. Academic Programs and Legal Services will not be able to process a Level Three CCA received after the implementation of the program.