

## SUBCHAPTER 300. CONTINUING EDUCATION

### 1D SBCCC 300.1 Definitions

- (a) "Continuing Education" – Continuing Education programs provide education and training opportunities for targeted audiences. Courses are non-credit, short-term, and are offered in a variety of instructional delivery modes and locations. For the purpose of this subchapter, "Continuing Education" refers to the following programs: Workforce Continuing Education Training, Human Resources Development, and Community Service.
- (b) "Course" – Refers to the list of approved courses in the Combined Course Library maintained by the North Carolina Community College System Office.
- (c) "Class" - An individual course section or unit of instruction with a specific date and time duration.
- (d) "Register" – To complete the procedure defined by the college to sign up for a course section

*History Note: Authority G.S. 115D-5;*

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

### 1D SBCCC 300.2 Registration

- (a) Registration. Each college shall maintain an open-door registration process for individuals who are either high school graduates or are at least 18 years of age. Officials of each college shall make student registration determinations.
  - (1) Safety Exceptions. Boards of trustees may adopt policies refusing registration to any individual if it is necessary to protect the health or safety of the individual or other individuals. When making a health and safety determination, colleges may refuse registration to an applicant when there is an articulable, imminent, and significant threat to the individual or other individuals. Colleges refusing registration on the basis of a health or safety threat shall document the following:
    - (A) Detailed facts supporting the rationale for denying registration;

- (B) The time period within which the refusal to register shall be applicable and the supporting rationale for the designated time period; and
- (C) The conditions upon which the individual who is refused registration would be eligible to be registered.

*History Note: Authority G.S. 115D-5;*

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

### **1D SBCCC 300.3 Program Description**

- (a) Workforce Continuing Education Training. Workforce Continuing Education Training programs are designed to provide instructional opportunities for individuals seeking to gain new or upgrade current job-related skills. Programs can be delivered as a single course or bundled as a series of courses that provide instruction around skill competencies that lead to a recognized credential (licensure, certification, renewal, registry listing) or meets local workforce labor needs.
- (b) Human Resources Development. The Human Resources Development (HRD) program provides skill assessment services, employability skills training, and career development counseling to unemployed and underemployed adults. Each college shall operate a Human Resources Development (HRD) program to provide assessment services, employability training, and career development counseling to unemployed and underemployed individuals. These courses shall address six core components:
  - (1) Assessment of an individual's assets and limitations;
  - (2) Development of a positive self-concept;
  - (3) Development of employability skills;
  - (4) Development of communication skills;
  - (5) Development of problem-solving skills; and
  - (6) Awareness of the impact of information technology in the workplace.
- (c) Community Service. Community Service programs provide courses, seminars, and community activities that contribute to an individual's cultural, civic, and personal growth.

*History Note: Authority G.S. 115D-5;*

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

## **1D SBCCC 300.4 Program Management**

### **(a) Program Accountability.**

- (1) Each college's local board of trustees shall adopt a Continuing Education Accountability and Integrity Plan. At a minimum, the Continuing Education Accountability and Integrity Plan shall define a system of checks and balances to prevent and detect errors or irregularities when reporting hours for FTE purposes and establish a framework for defining program quality and improvement procedures.
- (2) Each college shall adopt a class visitation plan as part of the Continuing Education Accountability and Integrity Plan as referenced in 1G SBCCC 400.3(c)(2). At a minimum, class visitation plans shall include the following:
  - (A) Course sections offered with waiver eligibility;
  - (B) Course sections delivered through distance learning technologies;
  - (C) Course sections held at non-college facilities;
  - (D) Course sections with irregular or non-traditional schedules; and
  - (E) Visitation plans must define frequency visits by reporting term
- (3) The local board of trustees shall review the Continuing Education Accountability and Integrity Plan at least once every three years from the date the local board of trustees adopts the Continuing Education Accountability and Integrity Plan.
- (4) Colleges shall submit a copy of the Continuing Education Accountability and Integrity Plan, including amendments, to the Continuing Education Department at the System Office upon adoption.

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

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

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

(A) Minors shall not displace adults.

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

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

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

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

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

(II) Self-supporting course sections.

(D) Workforce Continuing Education Career and College Promise – The purpose of Workforce Continuing Education Career and College Promise Pathways are to offer structured opportunities for qualified high school students, as determined by the high school principal or the high school principal’s designee and the college’s senior continuing education administrator, the chief student development administrator or the college’s chief academic officer, to dually enroll in community college courses that provide pathways that lead to a State or industry-recognized credential. Career and College Promise rules applicable to curriculum programs are provided in 1D SBCCC

400.11.

- (i) Career and College Promise is a dual enrollment program for eligible North Carolina high school students. Community colleges may collaborate with local administrative units to offer courses through a Workforce Continuing Education pathway approved by the Continuing Education staff of the System Office.
- (ii) All non-self-support continuing education courses taken by high school students at community colleges in accordance with this Section are registration fee waived.
- (iii) High school students may not audit courses offered under the Career and College Promise Program.
- (iv) A college shall submit a Workforce Continuing Education Pathway application for each Career and College Promise program the college plans to offer to the North Carolina Community College System Office using course codes provided by the North Carolina Community College System Office.
  - (I) The North Carolina Community College System Office assigned Workforce Continuing Education staff shall approve Workforce Continuing Education Pathways before students may enroll.
  - (II) Within the Workforce Continuing Education Pathway, a college shall verify its capacity to teach all course sections in the pathway.
  - (III) Students enrolled in Adult Basic Education or Adult Secondary Education are not eligible for Career and College Promise.
- (v) High school students shall complete college registration documents and provide a high school transcript which demonstrates eligibility to enroll in Career and College Promise as outlined in 1D SBCCC 300.4(c)(1)(D)(ix) to be admitted into a Workforce Continuing Education Career and College Promise pathway.
  - (I) The high school shall provide signed and dated documentation from the high school principal or high school principal's designee providing that the eligibility requirements for enrollment in Career and College

Promise have been met.

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

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

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

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

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

(ix) Workforce Continuing Education Pathway

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

- a. Be a high school junior or senior as designated by the local education agency;
- b. Have an unweighted GPA of 2.8 on high school courses or have the recommendation of the high school principal or the high school principal's designee; and
- c. Have received career pathway information outlining program requirements for completion of the pathway.

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

- a. Continue to make progress toward high school graduation as outlined in G.S. 115C-105.35, and
- b. Continue to make progress toward successful completion of the Workforce Continuing Education pathway as defined in the

pathway syllabus

- c. A student who does not meet these criteria will be subject to the college's policy for satisfactory progression.

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

- a. Two Career and Technical Education Workforce Continuing Education Pathways;
- b. One Career and Technical Education Workforce Continuing Education Pathway and one College Transfer Pathway; or
- c. One Career and Technical Education Workforce Continuing Education Pathway and one Career and Technical Education Curriculum Pathway.

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

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

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

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

- (B) A college may provide classes for minors less than 16 years old only during the summer reporting term. These classes must be self-supporting and may not be designated by the college to provide partial or full credit towards meeting high school graduation requirements.
- (C) Notwithstanding 1D SBCCC 300.4(c)(2)(B), Minors who are at least 15 years old and less than 18 years old, and who are uncompensated members of a bona fide fire department or rescue squad, pursuant to G.S. 95-25.5(n), may enroll in fire-training courses, including certification-eligible courses, on a specialized course list approved by the State Board of Community Colleges in accordance with G.S. 115D-5(b)(2). Colleges may earn fulltime-equivalent (FTE) hours for minors enrolled in fire-training courses.
- (D) Minors shall not displace adults.
- (E) Minors shall pay the registration fees associated with the course section except for cases where they meet eligibility requirements for a fee waiver.
- (F) If the minor is enrolled in high school, the following restrictions apply:
  - (i) Colleges shall not designate Continuing Education course sections taken by the high school student to provide partial or full credit towards meeting high school graduation requirements.
  - (ii) Colleges shall not offer Continuing Education course sections that are specifically scheduled for high school students except:
    - (I) Course sections that are part of an approved Workforce Continuing Education Career and College Promise Pathway (1D SBCCC 300.4 (c)(1)(D)).
    - (II) Self-supporting course sections.
- (d) Juvenile Justice. Colleges may provide Continuing Education course sections to juveniles of any age who are committed to the Division of Juvenile Justice of the Department of Public Safety, if the juvenile is otherwise qualified for registration in the Continuing Education class and has the approval of the Director of the Youth Development Center to which the juvenile is assigned.
- (e) Once enrolled, minors shall be treated the same as all other students.



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

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

*Amended Eff. [February 1, 2023](#); [April 1, 2020](#); [November 1, 2017](#)*

### **1D SBCCC 300.5 Course Standards**

(a) Master Course Schedule. Colleges shall maintain a master schedule, including days, time, and location for all Continuing Education class offerings, including the physical address to off-campus class locations.

(b) Course Approval Process. The provisions for the course approval process for Continuing Education courses follow:

(1) Colleges seeking to add a new course to the Combined Course Library or seeking to modify an existing course shall submit a new course or modification request to the North Carolina Community College System Office. The North Carolina Community College System Office shall maintain new course or modification request forms and guidance documents and make them available to colleges upon request.

(2) The Continuing Education Leadership Committee, comprised of a rotating slate of Continuing Education senior administrators from local colleges, will review all requests for new courses or course modifications. The Continuing Education Leadership Committee shall recommend approval of the new course or approval of the modification if all of the following conditions are met.

(A) All requests for new courses and course modifications must meet the definition of continuing education as defined in 1D SBCCC 300.1(a).

(B) All requests for new courses and course modifications must demonstrate workforce need with local and state labor market data.

(C) New course requests shall not duplicate the scope of the description of existing Combined Course Library courses.

For requests that comply with 1D SBCCC 300.5(b)(2)(A)–(C), the Continuing Education Leadership Committee shall submit its recommendation to the Workforce Continuing Education staff at the North Carolina Community College System Office with a copy to the requesting college, and the Workforce Continuing

Education staff shall submit the recommendation to the State Board of Community Colleges for final approval.

- (3) Once a course is approved and placed in the Combined Course Library, colleges do not have to seek additional approval from the North Carolina Community College System Office to offer the course as long as the course meets the standards set forth in this Subchapter.
- (c) Course Standards. All Continuing Education course sections shall be based on courses maintained in the Combined Course Library. The course standards for Continuing Education local course offerings follow:
- (1) Course Title. A college may use a local course title to clarify the instructional content, instructional methodology, and target audience.
  - (2) Course Description. A college may use a local course description to clarify the instructional content, instructional methodology, and target audience as long as the content of the course falls within the scope of the State Board approved course description listed in the Combined Course Library.
  - (3) Scheduled Hours. Colleges shall not schedule hours that exceed the maximum approved hours for instruction for the specific course within the Combined Course Library.
- (d) Continuing Education Units. One Continuing Education Unit (CEU) is equal to ten contact hours of participation in class.
- (e) Course Articulation. In accordance with criteria set forth by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and local college policies, a college may award academic credit for course work taken on a noncredit basis only when there is documentation that the noncredit course work is equivalent to a college designated credit experience as determined by the college.

*History Note: Authority G.S. 115D-5;*

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

(a) Level One Instructional Service 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 instructional service agreement shall:

(A) Be approved by each local board of trustees unless the board has delegated authority to the president to enter into level one instructional service 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 Instructional Service Agreement.

(1) Two or more colleges may jointly offer continuing education courses by providing a written, level two instructional service 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 instructional service 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 instructional service 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. [June 1, 2016](#); [November 1, 2014](#); August 1, 2004; July 1, 1998.*

#### **1D SBCCC 300.94 Faculty**

REPEALED by the State Board of Community Colleges, eff. 1 June 2016.

*History Note: Authority G.S. 115D-5.*

*Eff. February 1, 1976;*  
*Amended Eff. March 1, 2007; July 1, 1998; September 1, 1993; August 17, 1981; September 30, 1977;*  
*Repealed Eff. [June 1, 2016](#).*

#### **1D SBCCC 300.95 Human Resources Development Program Continuation**

REPEALED by the State Board of Community Colleges, eff. 1 June 2016.

*History Note: Authority G.S. 115D 5;*

*Eff. November 1, 2005;*  
*Repealed Eff. [June 1, 2016](#).*

### **1D SBCCC 300.96 Continuing Education Program Management**

REPEALED by the State Board of Community Colleges, eff. 1 June 2016.

*History Note: Authority G.S. 115D-1; 115D-5;*

*Eff. September 1, 1988;*

*Amended Eff. September 1, 1993;*

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

### **1D SBCCC 300.97 Instructional Service Agreements**

RECODIFIED at 1D SBCCC 300.6.

*History Note: Recodified Eff. [June 1, 2016](#).*

### **1D SBCCC 300.98 Courses and Standards**

REPEALED by the State Board of Community Colleges, eff. [1 June 2016](#).

### **1D SBCCC 300.99 Education Services for Minors**

REPEALED by the State Board of Community Colleges, eff. 1 June 2016.

*History Note: Authority G.S. 115D-1; 115D-5; 115D-20; S.L. 1995, c. 625; S.L. 2009-451,  
s. 7.10(j);*

*Eff. January 1, 1987;*

*Amended Eff. September 1, 1993;*

*Temporary Amendment Eff. June 1, 1997;*

*Amended Eff. July 1, 1998;*

*Temporary Amendment Eff. August 22, 2001;*

*Amended Eff. April 1, 2010, April 1, 2003;*

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