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I. GRANT AND DELEGATION OF AUTHORITY

The College may enter into a written instructional service agreement ("ISA") with another community college within the North Carolina Community College System. The service agreement must be drawn in conformance with the State Board Code and this Policy, with State Board Code taking precedence and controlling.

The Board hereby delegates to the President the authority to approve and sign Level One and Two service agreements. The Board shall approve any Level Three service agreements and they shall be signed by the Board Chair.

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

II. LEVEL ONE ISA

The College may offer curriculum courses in an area assigned to another college by providing a written, Level One ISA under the following conditions:

- Resources are solely provided by the College; and
- The College does not share the FTE with the other college(s).

The Level One ISA shall:

- Be signed by the presidents of each participating college;
- Specify the course(s) or program(s) to be delivered into the other college's service area;
- Specify the plan for delivery of the instruction;
- Specify the conditions and time frame for termination of the agreement; and
- Be maintained on file at all colleges involved for audit purposes.

III. LEVEL TWO ISA

The College, in conjunction with one or more colleges, may jointly offer curriculum courses by providing a written, Level Two ISA under the following conditions:

- Resources are shared between the participating colleges;
- Colleges contributing resources towards instruction may share FTE;
- One or more of the participating colleges is approved to offer the curriculum course(s) in an approved program of study;
- A curriculum certificate, diploma or degree is not awarded.

The Level Two ISA shall:

- Be signed by the president of each participating college;
- Specify the course(s) to be delivered to the other college's service area;
- Specify the plan for delivery of the instruction;
- Specify the proration of resources and FTE allocated for each college;
- Specify the conditions and time frame for termination of the agreement;
- Be filed with the President of the North Carolina Community College System or the System President's designee prior to implementation of the course(s); and
- Be maintained on file at all colleges involved for audit purposes.

IV. LEVEL THREE ISA

The College, in conjunction with one or more colleges, may jointly offer a curriculum program by providing a written, Level Three ISA under the following conditions:

- Resources are shared between the participating colleges;
- Colleges contributing resources towards instruction may share FTE;
- One or more of the colleges participating is approved by the State Board of Community Colleges to offer the curriculum program;
- A curriculum certificate, diploma or associate degree is awarded.

The Level Three ISA shall:

- Be signed by the board of trustees' chair of each participating college;
- Be signed by the president of each participating college;
- Specify the program to be shared;
- Specify the plan for delivery of the program;
- Specify the proration of resources or FTE allocated for each college;
- Specify the conditions and time frame for termination of the agreement;
- 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;
- Certify that the curriculum program meets the standards of the appropriate accrediting agency or licensing authority;
- Specify which college will grant the award;

- Specify that only the college providing the instruction will record the letter grade on the student transcript;
- 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 instructional service agreement;
- Be signed by the President of the North Carolina Community College System prior to implementation of the program; and
- Be maintained on file at each participating college for audit purposes.

Notification of termination of a Level Three ISA shall be sent to the System President prior to the effective termination date.

REFERENCES

Statutory References	None
Regulatory References	1D SBCCC 400.7
Relevant Guidance	None
Policy Manual Cross-References	None

POLICY HISTORY

September 24, 2025	Adopted.