



College of The Albemarle Policy

Policy Number: 4.1.4

Pages: 1 of 1

Title: Instructional Service Agreements

Related Procedure: 4.1.4.1 Service Agreements

Division of Responsibility: Learning

The College may enter into a written instructional service agreement 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 include the following:

- A. Specify the curriculum or continuing education program to be shared;
- B. Define the plan for sharing the curriculum or continuing education program, including who shall earn the FTE and grant the award;
- C. Certify that appropriate and adequate resources are available at each participating college.
- D. Where feasible, the joint utilization of physical facilities, equipment, materials, and instructional faculty should be considered.
- E. Certify that the curriculum or continuing education program meets the standards of the appropriate accrediting agency; and
- F. Specify under what conditions and what time frame the agreement can be terminated.

The Board hereby delegates to the President the authority to approve and sign Level I and II service agreements. The Board shall approve any Level III service agreements, and they shall be signed by the Board Chair.

Notification of termination of an agreement shall be sent to the System President prior to the effective termination date.

Legal Citation: 1D SBCCC 300.6 and 400.7

June 13, 2023	June 13, 2023	N/A
<hr/>	<hr/>	<hr/>
Date Approved by Board of Trustees	Date of Last Review	Date of Last Revision