



College of The Albemarle Procedure

Procedure Number: 3-2.1P

Pages: 1 of 2

Title: Live Projects

Related Policy and Procedures:

Division of Responsibility: Division of Learning

October, 1994; February, 2003;

September, 2013

January, 2021

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision

It is the policy of College of The Albemarle to provide hands-on, relevant learning experiences in occupational areas that require specific skills and competencies through Live projects.

Administrative Responsibilities

It is the responsibility of the Vice President of Learning in conjunction with the Academic Deans to review and revise this Procedure.

PROCEDURES

A. Definition(s)

Live projects as defined in 23 NCAC 02D.0310:

1. Educational programs in which students, as part of their educational experiences, repair or remodel equipment not owned by the college; or
2. Educational programs that produce goods that are sold, or services for which charges are made, such goods or services being the normal and necessary product of learning activities of students.

B. Fund management

The college will follow State Board of Community Colleges' policy in managing live projects. Receipts from live projects shall be deposited to institutional funds. Such receipts will be available to the college for expenditures that benefit students in the respective programs. The President is responsible for implementing procedures to manage live projects properly.



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C. Approval

Live projects categorized as one of the following must be described in writing and must have the approval of the President:

1. Off-campus projects (limited to non-profit community agencies)
2. Projects requiring modifications to existing on-campus facilities; and/or
3. On-campus projects which must be conducted outside of shop or laboratory areas

D. Fees

Fees charged for sale or services shall include the cost of all materials used in the live project. Where applicable, a fee schedule shall be set by the President and posted in the sales or service area.

E. Clientele

Clientele served in live projects shall be in the following priority:

1. College employees, students, and trustees
2. Non-profit community agencies
3. Industry related to particular live projects
4. General Public

F. Minimizing Competition

Every effort will be made to ensure that the live projects minimize competition to private business.

G. Quality of projects

Since services are performed by students, the college assumes no responsibility for the quality of the services or products produced.