

**STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION**

**PROCEDURE**

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**TITLE: INTER-SERVICE AREA CURRICULUM  
PROGRAMS**

**POLICY**

**REFERENCE NUMBER: 1-2-101**

**DIVISION OF**

**RESPONSIBILITY: EXECUTIVE DIRECTOR**

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**DATE OF LAST REVISION: August 15, 1996**

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**EXECUTIVE DIRECTOR**

Any technical college originating new curriculum programming or expanding existing curriculum programming at sites outside its designated geographic service area must coordinate in advance all such activities with the college(s) in whose designated service area(s) such activities shall take place. Curriculum programming shall include but not be limited to clinical, cooperative work experience or other student placement; distance learning projects or services; all other instructional delivery or services. The originating college must develop a letter of agreement with the host college(s) following the procedures delineated below.

1. The college originating new or expanding existing curriculum programming outside its service area (originating college) must develop a plan for the intended activity and share the plan with appropriate personnel in the college(s) in whose designated service area(s) such activities shall take place (host college).

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2. Following discussion of the plan by the staff of the originating college and the host college(s), the presidents or the presidents' designees of the participating colleges shall execute a letter of agreement. The letter of agreement shall contain all mutually agreed upon conditions relating to a specific curriculum activity in a given service area, including but not limited to: the length of time the agreement shall remain in force, provisions for phase out, management and coordinating responsibilities, methods of managing student enrollments, financial and other considerations.
3. When the proposed activity involves distance education, the letter of agreement must include designated responsibilities for faculty credentials and qualifications, scheduling, broadcast quality, delivery of course materials, delivery of student support services, technical support, receive site technical/administrative /instructional support and library services. In some cases the sending institution will propose a fee structure be paid by the host institution with tuition, FTE and headcount remaining with the host institution. In other cases, some considerations such as course development cost and accreditation concerns may require alternate financial arrangements that should be negotiated by the institutions involved.
4. The originating college shall forward a copy of the signed letter of agreement to the Executive Director of the State Board for Technical and Comprehensive Education for information purposes.
5. In any situation in which the originating college and the host college(s) cannot reach mutual agreement, the Executive Director shall serve as the point of appeal to facilitate resolution of problem areas.

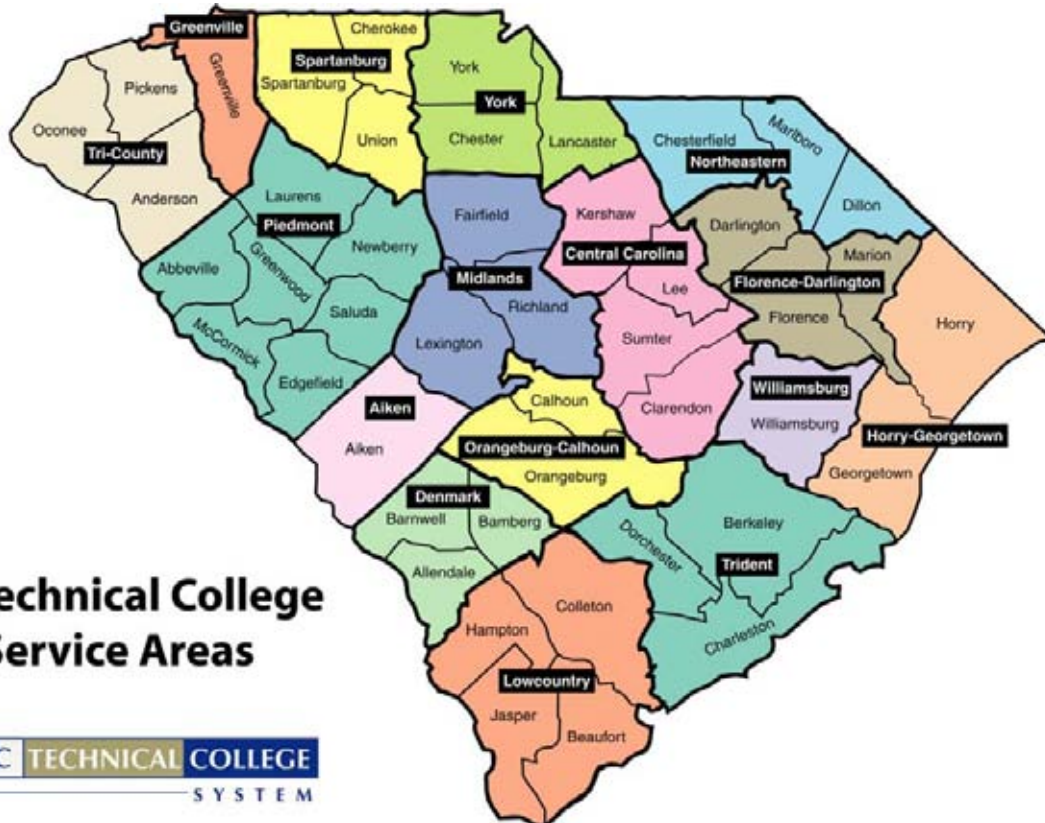
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**SC Technical College  
Service Areas**

