

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

January 8, 2007

Dr. Larry B. Norris, President
Fayetteville Technical Community College
Post Office Box 35236
Fayetteville, NC 28303-0236

Dear Dr. Norris:

This letter is in response to the Level III Instructional Service Agreement (ISA) between Fayetteville Technical Community College (college approved to offer the curriculum) and Brunswick Community College (participating college) for Funeral Services Education (A55260).

The agreement is acceptable as written and includes the essential information needed for a Level III ISA agreement as stated in 23 NCAC 2E.0604. A copy of the agreement is enclosed.

The participating college should now electronically enter the course(s) that it is allowed to teach under the terms of the agreement. This program of study will be electronically forwarded to the college approved to offer the curriculum for its review and approval before the System Office receives the curriculum for final review.

If the agreement becomes inactive, a termination notice must be submitted by the President of Fayetteville Technical Community College to the Vice President of Academic and Student Services at the System Office. If you have any questions or need assistance, please contact Dr. Delores A. Parker at (919) 807-7096.

With kindest regards, I am

Sincerely,

H. Martin Lancaster

HML/CS/swj

Enclosure

c: Dr. Stephen G. Greiner
Dr. J.C. Basnight
Ms. Johnnie R. Simpson
Dr. Delores A. Parker
Dr. Judith C. Mann
Ms. Jennifer Frazelle
Ms. Carolyn Snell

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AN EQUAL OPPORTUNITY EMPLOYER

Level-Three Instructional Service Agreement (ISA)

The Level-Three ISA should be utilized when two or more colleges plan to jointly offer a curriculum program by sharing resources. Level-Three should only be used when a certificate, diploma or degree is awarded. One or more of the participating colleges must be approved to offer the curriculum program. FTE "may" be shared between the participating colleges. (The following agreement format is suggested.)

RECEIVED
OCT 24 2006 *CB*

College Approved to Offer the Curriculum: Fayetteville Technical Community College

Participating College: Fayetteville Technical Community College

Participating College: Brunswick Community College

Contact Person: Bob Ervin **FTCC** **910-678-8442**
(Name) *(College)* *(Phone Number)*

Curriculum Program Code and Title: Funeral Service Education (A55260)
Funeral Service Education – NC Funeral Directors
Diploma (D55260)

Proposed Starting Semester: Fall Spring Summer Year 2007

Plan for Delivery of the Curriculum:

Students will complete their general education and related course requirements at Brunswick Community College. Students will take Funeral Service Education courses not offered at Brunswick Community College at FTCC to complete the degree program. The program meets SACS criteria.

The Funeral Service Associate Degree Program (A55260) is accredited by:

American Board of Funeral Service Education
38 Florida Avenue
Portland, Maine 04103

Students who are employed with a funeral home may be eligible to complete the embalming clinical assignments at a funeral home approve by FTCC. Students who are not employed at a funeral home will be required to travel to FTCC to complete their embalming lab requirements (FSE 111 and FSE 213) on the FTCC campus.

Proration of Resources: None

Proration of FTE (if applicable):

For administration, full-time equivalent (FTE) enrollments at the receive site (Brunswick CC) will be shared between the institutions on a basis of 50% to the originating college (FTCC) and 50% to the receiving college (Brunswick CC). Cost of instruction will be the responsibility of FTCC.

Termination Time Frame and Conditions:

This agreement shall continue in force unless terminated by either party with 180 days written notice.

College awarding the degree: Fayetteville Technical Community College

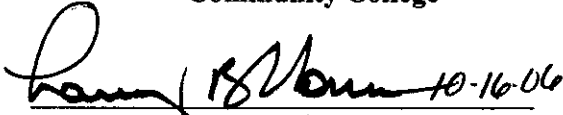
College recording the letter grade on the student transcript: Grades will be entered on the transcript at Brunswick CC for courses taken at Brunswick CC and at FTCC for courses taken at FTCC.

Other Terms of the Agreement: The catalog, calendar, and policies of each college will apply to the courses that it offers.

This Agreement meets the requirements of 23 NCAC 2E.0604(c) and has been mutually agreed upon by the president and board of trustees for each institution. Signing this document certifies that appropriate and adequate resources are available between participating colleges. Signature also certifies that the joint utilization of physical facilities, equipment, materials and instructional faculty have been considered in the offering of this curriculum.

Institution: Fayetteville Technical
Community College

Institution: Brunswick Community College


Larry B. Norris, President Date 10-16-06


Stephen Greiner, President Date 10-3-06


Signature, Board of Trustees Chair Date 10-16-06


Signature, Board of Trustees Chair Date 10/3/06

Please send three originals to the System Office for approval. This agreement must be approved by the System Office President prior to implementation of the curriculum. Notification of termination of this agreement must be sent to the System Office President by the college which grants the award, prior to the effective termination date. Each college must maintain a signed copy of this agreement at their local institution.

College awarding the degree: Fayetteville Technical Community College
Curriculum Program Code and Title: Funeral Services Education (A55260)

North Carolina Community College System Office Use Only:

Date Received: 10/26/06 Recommendation: Approve Disapprove

[Signature] 11-7-06
Signature of Program Coordinator Date
Program Services

[Signature] 11/14/06
Signature of Vice President Date
Academic and Student Services

[Signature] 12-21-06
Signature of President, NCCCS Date

Original signatures should be utilized. A stamped or electronic Board of Trustee signature may be utilized if the agreement is accompanied by approved Board Minutes.

Please send three originals to the System Office for approval. This agreement must be approved by the System Office President prior to implementation of the curriculum. Notification of termination of this agreement must be sent to the System Office President by the college which grants the award, prior to the effective termination date. Each college must maintain a signed copy of this agreement at the local institution.