



b
OT

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Dr. R. Scott Ralls, President

August 15, 2008

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

Dear Dr. Keen:

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 Randolph Community College (participating college) for the Funeral Service Education (A55260) program.

The agreement is acceptable as written and includes the essential information needed for a Level III ISA as stated in 23 NCAC 02E. 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 Senior Vice President and Chief Academic Officer 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,

R. Scott Ralls

RSR/ris
Enclosure

c: Dr. Robert S. Shackleford Jr.
Dr. Barbara Tansey
Dr. Phyllis Helms
Dr. Delores A. Parker
Dr. Judith C. Mann
Dr. John Pettitt
Ms. Jennifer Frazelle
Ms. Erin Smith

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.

College Approved to Offer the Curriculum: Fayetteville Technical Community College

Participating College: Fayetteville Technical Community College

Participating College: Randolph Community College

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

Curriculum Program Code and Title: Funeral Service Education (A55260)

Proposed Starting Semester: Fall Spring Summer Year 2008

[This is an update of the agreement previously approved on June 29, 2007 by NCCCS]

Plan for Delivery of the Course(s):

ACA 111 and FSE courses will be offered via the Internet or NCIH from FTCC. The general education and related courses (ACA 115, BUS 110, CIS 113, ENG 111, MAT 115, BUS 115, COM 231, BIO 163, PSY 150, SOC 210, ACC 120, BUS 230, and one Humanities/Fine Arts elective) will be offered by Randolph CC in a traditional classroom setting or via the Internet through online delivery. Randolph CC students can take BIO163 (lecture and lab) which will substitute for FSE 118, COM 231 which will substitute for ENG 115, ACC 120 which will substitute for ACC 111, and ACA 115 which will substitute for ACA 111. For classes to transfer as substitutes, the student must attain a grade of "C" or better. The Funeral Service Associate Degree Program (A55260) is accredited by:

American Board of Funeral Service Education
Dr. Michael Smith
Executive Director
3432 Ashland Avenue, Suite U
St. Joseph, MO 64506

Signing this document also certifies that the participating college(s) shall not create, offer or advertise an independently awarded lower-level credential.

Students who are employed with a funeral home may be eligible to complete the embalming clinical assignments at a funeral home approved 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 211 and FSE 213) on the FTCC campus.

Proration of Resources: Randolph Community College will provide classroom facilities appropriate to the needs of the FSE courses received via NCIH.

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

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

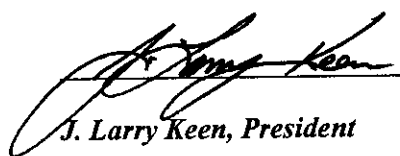
College recording the letter grade on the student transcript: Only the college providing the instruction will record the letter grade on the student transcript.

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

FTCC is considered the home institution and shall provide all financial aid services to students enrolled in the Funeral Services program. Furthermore, FTCC shall use their cost of attendance to determine eligibility and monitor Satisfactory Academic Progress. Should a student be enrolled only at RCC, the Financial Aid Office at RCC will then pay Title IV funds and monitor Satisfactory Academic Progress during the effective semester. In the event that a student has mixed enrollment between both schools during any given semester, FTCC shall be responsible for awarding financial aid and gaining any documentation needed to verify enrollment at RCC and the amount of credits for which the student is registered.


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.

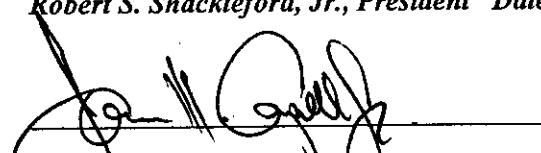
**Institution: Fayetteville Technical
Community College**

 5-19-08
J. Larry Keen, President Date

 5-19-08
Signature, Board of Trustees Chair Date

Institution: Randolph Community College

 5/13/08
Robert S. Shackleford, Jr., President Date


Signature, Board of Trustees Chair Date

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.

Level-Three Instructional Service Agreement (ISA)

College Approved to Offer the Curriculum: Fayetteville Technical Community College


Participating College: Randolph Community College

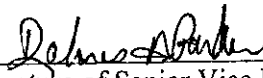
Curriculum Program Code and Title: Funeral Service Education (A55260)


Proposed Starting Semester: Fall 2008

North Carolina Community College System Office Use Only:

Date Received: 7/23/08 Recommendation: Approve Disapprove

 7/23/08
Signature of Program Coordinator Date
Program Services

 8/12/08
Signature of Senior Vice President and Date
Chief Academic Officer

 8/12/08
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.