

(Attachment 1)
Level-One Instructional Service Agreement (ISA)

The Level-One ISA should be utilized by a college requesting permission to deliver continuing education courses or curriculum courses/programs in an area assigned to another college by providing a written, level-one instructional service agreement. Resources must be solely provided by the college requesting permission to enter into another college's service area. The requesting college will not divide FTE with participating college(s). (The following agreement format is suggested.)

_____ would like to provide the following courses(s) and/or program(s)
(Institution)

in the service area assigned to _____ :
(Institution)

Course(s)/Program(s): _____

Plan for Delivery of the Instruction:

- ☐ NC Information Highway: _____
☐ Other _____

_____ This Level-One ISA meets all requirements in 23 NCAC 2E.0604(a). This agreement shall

become effective on _____ and will terminate on _____ or
(Date) (Date)

will terminate under the following conditions: _____

This Agreement has been mutually agreed upon by the president and board of trustees for each institution.

Institution: _____

Institution: _____

Signature, President Date

Signature, President Date

Signature, Board of Trustees Chair Date

Signature, Board of Trustees Chair Date

The Board of Trustees may delegate authority to the College President to enter into a Level-One ISA. If delegation has been authorized, please indicate by checking the following box: ☐

The Board of Trustees may delegate authority to the College President to enter into a Level-One ISA. If delegation has been authorized, please indicate by checking the following box: ☐

Electronic or stamped signatures should not be utilized. A stamped or electronic Board of Trustee signature may be utilized if the agreement is accompanied by approved Board Minutes.

Each college must maintain a signed copy of this agreement at the local institution. This agreement does not need to be submitted to the System Office.

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