



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

MEMORANDUM

TO: Presidents
Instructional Administrators
Senior Continuing Education Administrators

FROM: Stephen C. Scott, Executive Vice President
Glynda Lawrence, Director, Program Audit Services

DATE: March 26, 2001

SUBJECT: Alternative Attendance Option ("Flip-Flop") Clarification

A number of colleges are scheduling classes (particularly in the areas of Fire Service, EMS, and Law Enforcement) in such a way as to accommodate the flexible work schedules of their students. In applying the Alternative Attendance Option, students are given the option of attending either of two sections of the identical class. Questions have arisen regarding the correct reporting method to be used for such classes, as well as the correct procedures for documenting attendance. In order to report student membership hours, each class must meet all the criteria listed in Title 23 NCAC 2D.0323(b)(1) for regularly scheduled classes, including "(E) identified class time and dates the same for all students registered for the class excluding clinical or cooperative"

In order for colleges to be able to meet the needs of students that have rotating work schedules, flexibility in the class scheduling is appropriate. Colleges should ensure the following steps are followed:

1. Clearly identify the class as an Alternative Attendance Option class;
2. Each section should reference the other Alternative Attendance Option section in the explanation section of the course contract;
3. The college must maintain close supervision of the instruction and adhere to the same course outline for each of the Alternative Attendance Option sections;
4. For membership hour reporting purposes, student attendance should be marked in the section for which a student is actually registered. When the student misses a class in the originally-registered section, but attends the alternate section, the date attended should be clearly noted on the attendance roster for the class in which the student is actually registered;

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5. The census date is based on the section for which the student is actually registered; and
6. Colleges must ensure the instructional content of both sections is the same and also be able to address unforeseen circumstances such as inclement weather closings and delays, instructor absences, etc.

College records must reflect exactly what is occurring in each class. The distinction between this type of class (membership hours) and a contact hour class is that in a membership hour class, all students must follow a prescribed schedule, but are given the option to make up missed coursework at an alternately scheduled time.

If you have questions, please call your assigned Program Auditor or one of us. Thank you.

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c: System Office Vice Presidents

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