



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

MEMORANDUM

TO: Presidents
Senior Instructional Administrators
Registrars

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

DATE: March 26, 2001

SUBJECT: Community College System Calendar

Attached you will find the Community College System Calendar that was approved by the State Board of Community Colleges in October 2000. Note that colleges may follow the calendars that are printed in current catalogs, but for any calendars published after August 15, 2001 colleges must follow the attached system calendar.

Keep in mind that in order to deviate from this State Board of Community Colleges-approved calendar, a college must seek and receive approval from the SBCC **prior** to doing so. This policy is effective beginning August 15, 2001. If you have questions, please call your assigned program auditor or either of us.

SCS:GL:sh
Attachment

c: System Office Vice Presidents

CC01-065
E-Mail

Community College System Calendar

Section 9.9(a) Ratified HB 1840 states that ... “The State Board of Community College shall adopt a calendar for curriculum instruction, designating the dates on which the fall, spring, and summer terms shall begin and end. The calendar shall provide for flexibility among community college institutions for actual starting and ending dates within a range established by the State Board of Community Colleges. The session for the summer term shall not overlap either the fall or spring semesters in such a way as to allow summer term earned FTE to be counted as fall or spring earned FTE for the purposes of determining enrollment funding under the continuing budget concept.”

Individual colleges shall operate their curriculum academic calendars consistent with the following reporting periods as noted in 23 NCAC 2D.0327(a):

<u>Term</u>	<u>Start</u>	<u>End</u>
Spring	January 1	May 15
Summer	May 16	August 14
Fall	August 15	December 31

1. The summer term shall not overlap either the fall or spring terms in such a way as to allow summer term earned FTE to be counted as fall or spring earned FTE for the purposes of determining enrollment funding.
2. Due to extenuating circumstances which may result from offering courses on military bases, at prisons, at high schools, or at the specific request of business, the college may need to schedule some individual curriculum courses that overlap the above stated reporting periods.
3. Consistent with 23 NCAC 2D.0323(a), the length of semesters or courses may vary as long as credit hours are assigned accordingly.
4. When extenuating circumstances arise that cause an individual curriculum course to overlap academic terms, the FTE shall be reported in the term that 70% or more of the course is scheduled to meet.
5. If a given course is scheduled to meet during multiple academic terms the following applies: a) If 70% of a course is scheduled for fall and spring terms, the FTE shall be reported in the term the census date occurs (for courses that report contact hours, use ending date of course to determine reporting term). b) If a course is scheduled to meet during all three terms, 70% or more of the course meeting dates must be scheduled in a combination of fall and spring terms, in order for the FTE to be reported in the fall or spring terms. In this instance, if 70% of the course was scheduled for a combination of fall and spring terms, the FTE would be reported in the term the census date occurred (for courses that report contact hours, use ending date of course to determine reporting term). c) If the census date of a course occurs during the summer term, but 70% or more of the course meetings occur during fall and spring terms, the course should be submitted in the fall reporting period for FTE reporting purposes.
6. The above provisions apply to both regularly scheduled courses that report student membership hours as well as courses that report actual hours of student attendance. To comply with the above provisions for courses that report contact hours, the college must utilize the Institution Class Report error correction procedure.
7. Requests for exceptions based upon external mandates for programs, or for statutorily defined programs, or for programs designated as high cost programs by the General Assembly may be made to the Policy Committee or its designee. Exceptions must be approved prior to offering the courses.

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