



## NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

*James C. Williamson, Ph.D.*

*President*

24 April 2017

### IMPORTANT INFORMATION

#### MEMORANDUM

**TO:** Members of the State Board of Community Colleges  
Community College Presidents  
Boards of Trustees Chairs  
Community College Chief Academic Officers, Chief Admissions Officers, Basic Skills Directors, Business Officers, Continuing Education Officers, Customized Training Directors, Distance Learning, Chief Financial Officers, Financial Aid Officers, Planners, Public Information Officers, Registrars, Student Development Administrators, & Other Interested Parties

**FROM:** Q. Shanté Martin, *NCCCS General Counsel*

**RE:** **Amendment of Title 1, Chapter G – “Full-Time Equivalent (FTE)”**

On 21 April 2017, the State Board of Community Colleges (“SBCC”) voted to amend Title 1, Chapter G – “Full-Time Equivalent (FTE)” to modify language related to FTE reporting and to provide a mechanism for granting limited flexibility on the scheduling of academic terms.

**The rule will be effective 1 May 2017. The new rule will be published on the NC Community College System's website, [www.nccommunitycolleges.edu](http://www.nccommunitycolleges.edu), under "State Board Code."** For your convenience, a copy of the rule is attached to this memorandum.

**CC17-017**  
**E-mail Copy**

Attachment



**State Board of Community Colleges Code  
Title 1 – COMMUNITY COLLEGES**

**CHAPTER G. FULL-TIME EQUIVALENT (FTE)**

**SUBCHAPTER 100. DEFINITIONS AND GENERAL PROVISIONS**

**1G SBCCC 100.1 Definitions**

The following definitions apply to this Chapter:

**(1) Credit Hours:**

- (a) Credit of one semester hour is awarded for each 16 hours of "class work." Class work is lecture and other classroom instruction. Class work is under the supervision of an instructor.
- (b) Credit of one semester hour is awarded for each 32 hours of "experiential laboratory work." Experiential laboratory work means instruction given to a student by an instructor to increase the student's knowledge and skills without immediate student application.
- (c) Credit of one semester hour is awarded for each 48 hours of "faculty directed laboratory work." Faculty directed laboratory involves structured and coordinated demonstration by an instructor with immediate student application.
- (d) Credit of one semester hour is awarded for each 48 hours of "clinical practice." Clinical practice is a structured, faculty-directed learning experience in a health sciences program which develops job proficiency. Clinical practice requires significant preparation, coordination, and scheduling by the faculty and is under the supervision of an instructor or preceptor who is qualified for the particular program.
- (e) Credit of one semester hour is awarded for each 160 hours of "work experience" such as cooperative education, practicums, and internships. Work experience involves the development of job skills by providing the student with employment that is directly related to, and coordinated with, the educational program. Student activity in work experience is planned and coordinated by a college representative,

and the employer is responsible for the control and supervision of the student on the job.

- (2) "Academic Term Reporting Period": The calendar year is divided into three academic term reporting periods and are defined as follows:
  - (a) Spring Term (Period 1): January 1 - May 15;
  - (b) Summer Term (Period 2): May 16 - August 14;
  - (c) Fall Term (Period 3): August 15 - December 31.
- (3) "Annual Reporting Period".
  - (a) Continuing Education. The annual reporting period for continuing education programs is defined as the Spring Term (Period 1), Summer Term (Period 2), and Fall Term (Period 3) reporting periods in a specified calendar year.
  - (b) Curriculum. The annual reporting period for curriculum programs is defined as the Summer Term (Period 2), Fall Term (Period 3), and Spring Term (Period 1) reporting periods completed immediately preceding the end (June 30th) of a specified fiscal year.
- (4) "Budget Full-Time Equivalent (BFTE)" – The number of full-time equivalent (FTE) students for which colleges are funded through State funding formulas.
- (5) "Full-Time Equivalent (FTE) Student" – An amount of instruction that equates to an annual full-time equivalent student as provided by the following definitions:
  - (a) "Continuing Education FTE" – One continuing education FTE equals 688 student hours in membership as defined in 1G SBCCC 200.94.
  - (b) "Curriculum FTE" – One curriculum FTE equals 512 student hours in membership as defined in 1G SBCCC 200.93.

*History Note: Authority G.S. 115D-5; 115D-54; S.L. 1995, c. 625;*

*Eff. September 1, 1993;*

*Temporary Amendment Eff. June 1, 1997;*

*Amended Eff. [May 1, 2017](#); December 1, 2012; July 1, 1998.*

## **1G SBCCC 100.98 RESERVED FOR FUTURE CODIFICATION**

### **1G SBCCC 100.99 Budget FTE Funding**

- (a) All student membership hours generated by the college for a given class shall be counted for budget FTE purposes provided 100 percent of the instructional cost is paid from college funds (funds budgeted through the college's budget including State Current, County Current, or College Funds). These provisions apply to all instructional contracts which generate budget FTE including Basic Skills classes. For purpose of this Rule, instructional cost includes the salary of the instructor(s) as well as fringe benefits, supplies, materials, and travel paid from college funds. College-sponsored instruction shall not supplant existing training which may take place without the college's involvement. Following are Rule applications:
- (1) A company or entity may reimburse the college for a given class up to 50 percent of the instructional cost. The student hours in membership generated in the class may be reported for budget FTE. If the college is reimbursed for more than 50 percent of the instructional cost for a given class, student hours in membership reported for the class shall be prorated in the same proportion as the college funding. If the college is reimbursed for 100 percent of the instructional cost, the class would be gratis [see Paragraph (b) of this Rule] and no budget FTE would be generated.
  - (2) In cases where a company or entity donates funds to a college with no expectation for instruction in return, these funds shall be treated as college funds and may be used to generate budget FTE.
  - (3) The community college shall not contract with a company or entity to provide training to its current employees.
- (b) Any class for which the instructor's services are provided at no cost or for which the instructional cost is paid totally and directly by an external agency is a "gratis" class. In this situation, the class is reported as self-supporting, and does not generate budget/FTE. If a portion of the class is gratis, student hours shall be prorated accordingly.

- (c) Categorical state allotments to colleges, except literacy and Human Resources Development, such as Small Business, Customized Training Programs, Community Service, and Block Grants do not earn budget/FTE and are not subject to the provisions of this Rule.

*History Note: Authority G.S. 115D-5; 115D-31; 115D-58.5; S.L. 2001, c. 424, s. 30.3(b),(e);*

*Eff. September 1, 1988;*

*Temporary Amendment Eff. October 15, 1992 for a period of 180 days to expire on April 15, 1993;*

*Temporary Amendment Eff. November 1, 1993 for a period of 180 days or until the permanent rule becomes effective, whichever is sooner;*

*Amended Eff. June 1, 1994; September 1, 1993;*

*Temporary Amendment Eff. October 4, 2001;*

*Amended Eff. December 1, 2012; May 1, 2009; April 1, 2003.*

## **SUBCHAPTER 200. FTE REPORTING CATEGORIES/CRITERIA**

### **1G SBCCC 200.1 General Provisions**

- (a) FTE Reporting. As directed by the System Office, colleges shall report FTE enrollment in all course sections scheduled during each academic term reporting period. If a course section is scheduled for a time period that crosses academic term reporting periods, the FTE enrollment shall be reported as follows:
- (1) For curriculum course sections that are regularly scheduled, as defined in 1G SBCCC 200.93(b), FTE enrollment shall be reported in the academic term reporting period in which the 10% point of the class falls.
  - (2) For curriculum course sections that are non-regularly scheduled, as defined in 1G SBCCC 200.93(c), and all continuing education course sections, FTE enrollment shall be reported in the academic term reporting period in which the last day of the course falls.

The System Office shall provide colleges no less than 21 calendar days after the end of the academic term reporting period to submit FTE enrollment data.

- (b) Instruction Provided Outside the College's Service Area. Excluding clinical instruction, a college may provide instruction outside its service area, as established per 1A SBCCC 300, only if the appropriate instructional service agreement is executed consistent with 1D SBCCC 300.6 and 1D SBCCC 400.96. If the instructional service agreement provides for the sharing of FTE, the colleges that are party to the agreement shall prorate the number of FTE reported consistent with the provisions of the agreement and the rules of this Chapter.

*History Note: Authority G.S. 115D-5;*

*Eff. [May 1, 2017](#).*

#### **1G SBCCC 200.93 Reporting of Student Hours in Membership for Curriculum Classes**

- (a) Academic Term. College boards of trustees shall locally determine the beginning and end date for each academic term within the timeframes of the academic term reporting periods defined in 1G SBCCC 100.1, unless an exception is granted by the System President. The System President may grant an exception if it would not result in an overlap with another academic term, the 10% point of all course sections would fall within the corresponding academic term reporting period, and the exception would not negatively impact the college's ability to meet data reporting requirements. The academic semester for credit courses shall be designed so that classes may be scheduled to include the number of instructional hours shown in the college catalog and the approved curriculum program of study compliance document and reported for FTE purposes (see 1D SBCCC 400.95(a)). Instructional hours include scheduled class and laboratory sessions as well as examination sessions. Length of semesters or courses may vary as long as credit hours are assigned consistent with 1G SBCCC 100.1 and as long as membership hours are reported consistent with the other provisions of this Rule. If necessary to meet the needs of particular constituents (for example, courses provided at high

schools, military bases, prisons, or at the specific request of business), without an exception by the System President, colleges may schedule curriculum course sections that fall outside the academic term beginning and end dates, as defined by the college's board of trustees. If such course sections cross academic term reporting periods, FTE enrollment shall be reported consistent with the provisions of 1G SBCCC 200.1(a).

(b) Regularly Scheduled Classes.

(1) A class is regularly scheduled if it meets all of the following criteria:

- (A) assigned definite beginning and ending time;
- (B) specific days the class meets is predetermined;
- (C) specific schedule is included on the Institution Master Schedule or other official college documents;
- (D) class hours are assigned consistent with college catalog and curriculum standard requirements; and
- (E) identified class time and dates are the same for all students registered for the class excluding clinical or cooperative work experience;
  - (i) Classes which have a regularly scheduled lecture section and a non regularly scheduled laboratory section shall satisfy this criteria. The census date (10% point) shall be determined from the regularly scheduled portion of the class. Verification of student participation in the laboratory section of the class shall be available for review.
  - (ii) A student shall be considered absent if that student did not attend during the specified times or days the class was scheduled to meet.

(2) A student shall be considered to be in class membership when the student meets all of the following criteria:

- (A) enrolled as evidenced by payment of the applicable tuition and fees, or obtained a waiver as defined in G.S. 115D-5(b);
- (B) attended one or more classes prior to or on the 10 percent point in the class;
- (C) has not withdrawn or dropped the class prior to or on the 10 percent point.

(3) Definition of a Student Membership Hour. A student membership hour is one hour of scheduled class or laboratory for which the student is enrolled. A college shall

provide a minimum of 50 minutes of instruction for each scheduled class hour. A college shall provide sufficient time between classes to accommodate students changing classes. A college shall not report more hours per student than the number of class hours scheduled in the approved curriculum program of study compliance document.

(4) Calculation of Student Membership Hours for Regularly Scheduled Classes. Student membership hours are obtained by multiplying the number of students in membership at the 10 percent point in the class by the total number of hours the class is scheduled to meet for the semester as stated in the college catalog and the approved curriculum program of study compliance document (see 1D SBCCC 400.97(4)).

(5) Maintenance of Records of Student Membership Hours. Accurate attendance records shall be maintained for each class through the 10 percent point of the class. Attendance records shall be signed by the instructor or lead instructor, verifying their accuracy, and shall be maintained by the college until released from all compliance reviews (see the Public Records Retention & Disposition Schedule for Institutions in the Community College System). Student membership hours shall be summarized in the Institution's Class Report and certified by the president or designee. For classes identified as non traditional delivery (see Subparagraph (e)(1) of this Rule), documentation of student contact prior to the 10 percent point shall be maintained in the same manner as the attendance records mentioned in this Rule.

(c) Non Regularly Scheduled Classes.

(1) A non regularly scheduled class may include any or all of the following:

(A) a class where a definitive beginning and ending time is not determined;

(B) a class offered in a learning laboratory type setting (see 1G SBCCC 200.94(b)(6) for definition of learning laboratory);

(C) a class self paced in that the student progresses through the instructional materials at the student's own pace, and can complete the class as soon as the student has successfully met the educational objectives. Classes offered as independent study are generally offered in this manner;

- (D) a class in which a student may enroll during the initial college registration period or in which the student may be permitted to enroll at any time during the semester; or
  - (E) any class not meeting all criteria for a regularly scheduled class, as shown in Subparagraph (b)(1) of this Rule, is considered to be a non regularly scheduled class for reporting purposes. Classes defined as non traditional (see Paragraph (e) of this Rule) which are identified as a separate student hour reporting category are not subject to the above provisions in Paragraph (c).
- (2) Definition of Student Membership. A student is considered to be in class membership when the student meets the following criteria:
- (A) enrolled as evidenced by payment of the applicable tuition and fees, or obtained a waiver consistent with 1E SBCCC Subchapter 800; and
  - (B) attended one or more classes.
- (3) Definition of a Student Contact Hour. For non-regularly scheduled classes, student contact hour is defined as actual time of student attendance in a class or lab. 60 minutes shall constitute an hour. A college shall not report more hours per student than the number of class hours scheduled in the approved curriculum program of study compliance document.
- (4) Calculation of Student Contact Hours for Non Regularly Scheduled Classes. For these classes, actual time of class attendance for each student determined to be in membership shall be reported. Student contact hours for these classes are the sum of all the hours of actual student attendance in a class in a given semester, and shall not exceed the hours in the approved curriculum program of study compliance document. (see 1D SBCCC 400.97(4)).
- (5) Maintenance of Records of Student Contact Hours. Accurate attendance records shall be maintained for each class of the nature described in this Rule through the entire semester. Attendance records shall be signed by the instructor or lead instructor, verifying their accuracy, and shall be maintained by the college until released from all compliance reviews (see the Public Records Retention & Disposition Schedule for Institutions in the Community College System). Student

contact hours shall be summarized in the Institution's Class Report and certified by the president or designee.

(d) Skills Laboratory or Computer Tutorial Laboratory. Individualized instructional laboratories are similar to learning laboratories (see 1G SBCCC 200.94(b)(6)) except the participants are curriculum students. Skills labs or computer tutorial labs are remedial or developmental in nature and intended for students who are experiencing academic difficulty in a particular curriculum course. A skills laboratory instructor shall be qualified in the single subject area of the skills laboratory. A computer tutorial laboratory coordinator need not be qualified in any of the subject area(s) provided in a computer tutorial laboratory. Student contact hours may be reported for budget/FTE when students are required by their instructor to attend either of the laboratories for remedial or developmental work and when the skills laboratory instructors or computer tutorial coordinators are paid with curriculum instructional funds.

(1) Documentation of instructor referral shall be maintained for compliance review purposes. The College shall maintain documentation until released from all compliance reviews.

(2) Homework assignments shall not be reported for budget/FTE. (See 1G SBCCC 200.95(a)).

(3) Calculation of Student Contact Hours for Skills Laboratory or Computer Tutorial Laboratory. For these classes, actual time of class attendance shall be reported; 60 minutes shall constitute an hour. Student hours generated for these types of classes are the sum of all the hours of actual student attendance in a class in a given semester.

(e) Classes Identified as Curriculum Non Traditional Delivery.

(1) Definition. Due to the methodology by which instruction is delivered, non traditional delivery classes are not consistent with the definitions of regularly scheduled or non regularly scheduled classes described in this Rule. Non traditional delivery classes are defined as those classes which are offered through media such as internet, telecourses, videocassette and other electronic media excluding classes offered via the North Carolina Information Highway.

- (2) For those classes identified as non traditional delivery, student attendance in class or in an orientation session, submission of a written assignment or submission of an examination, is the basis for the determination of class membership at the 10 percent point of the class. Student membership hours earned in non traditional delivery classes shall be calculated by multiplying the number of students in membership, as defined in the prior sentence, times the number of hours assigned to the class in official college documents. For these classes, the number of hours assigned shall be consistent with the credit hours assigned according to 1G SBCCC 100.1, as well as the curriculum standard.
- (3) Non-traditional instruction delivered is pre-structured into identifiable units. Non traditional delivery classes do not include classes identified as independent study which are not media based.
- (f) Curriculum Student Work Experience and Clinical Practice. The following criteria apply to the reporting guidelines for students enrolled in curriculum work experience and clinical practice courses, exclusive of work station based training. Examples of student work experience include cooperative education, practicums, and internships. Clinical practice refers to work experience in health occupation programs.
- (1) Student membership hours for student work experience and clinical practice shall not generate budget/FTE without prior approval by the System Office for such activities through the appropriate curriculum standard.
- (2) Work Experience. Work experience for curriculum courses shall earn budget/FTE at the 100 percent rate of assigned work experience hours and shall not exceed a maximum of 320 membership hours per student per semester.
- (A) These classes shall be coordinated by college personnel paid with college instructional funds and may be located in one or more sites.
- (B) These classes shall be specified in the approved curriculum of the college consistent with the applicable curriculum standard (see 1D SBCCC 400.97(3)(a)(ii)(D)).
- (C) The college shall maintain documentation of all student work experience hours.
- (3) Clinical Practice. Curriculum clinical practice, as defined in 1G SBCCC 100.1, refers to clinical experience in health occupation programs which shall earn

budget/FTE at the 100 percent rate for student membership hours. These classes shall be consistent with the curriculum standards set forth in 1D SBCCC 400.97. The maximum membership hours in a clinical experience which may be reported per student in a given semester is 640. These classes shall be supervised by college instructors who are qualified to teach in the particular program and are paid with college instructional funds. These classes may be located in one or more sites.

*History Note: Authority G.S. 115D-5; S.L. 1995, c. 625;*

*Eff. September 30, 1977;*

*Amended Eff. July 24, 1978;*

*Emergency Amendment Eff. August 10, 1978 for a period of 120 days to expire on December 8, 1978;*

*Emergency Amendment Made Permanent With Change Eff. December 8, 1978;*

*Amended Eff. September 1, 1993; September 1, 1988; September 1, 1985; November 1, 1983;*

*Temporary Amendment Eff. June 1, 1997;*

*Amended Eff. [May 1, 2017](#); December 1, 2012; August 1, 2004; August 1, 2000; July 1, 1998.*

## **1G SBCCC 200.94 Reporting of Student Hours in Membership for Continuing Education Classes**

### **(a) Regularly Scheduled Classes.**

(1) Definition of Regularly Scheduled Class. A class is considered to be regularly scheduled if it meets all of the following criteria:

- (A) Assigned definite beginning and ending time;
- (B) Specific predetermined days and time the class meets;
- (C) Specific schedule is included on the Institution Master Schedule or other official college documents;

- (D) Class hours are assigned consistent with State Board approval and official college documents; and
- (E) Identified class time and dates are the same for all students registered for the class excluding clinical or work experience:
  - (i) Classes which have a regularly scheduled lecture section and a non-regularly scheduled laboratory section will satisfy the criteria. The census date (10% point) shall be determined from the regularly scheduled portion of the class. Verification of student participation in the laboratory section of the class shall be available for review; or
  - (ii) A student is considered absent if that student did not attend during the specified times or days the class was scheduled to meet.
- (2) Definition of Student Membership. A student is considered to be in class membership when the student meets all of the following criteria:
  - (A) Enrolled as evidenced by payment of the applicable registration fees, or obtained a waiver consistent with 1E SBCCC Subchapter 800.
  - (B) Attended one or more classes held prior to or on the 10 percent point in the class; and
  - (C) Has not withdrawn or dropped the class prior to or on the 10 percent point of the class.
- (3) Student Membership Hour. A student membership hour is one hour of scheduled class or laboratory for which the student is enrolled. A college shall provide a minimum of 50 minutes of instruction for each scheduled class hour. A college shall not report more hours per student than the number of class hours scheduled in official college documents. Colleges shall not report more hours per student than the number of hours specified in the instructor's contract.
- (4) Calculation of Student Membership Hours for Regularly Scheduled Classes. Student membership hours are obtained by multiplying the number of students in membership at the 10 percent point in the class by the total number of hours the class is scheduled to meet as stated in official college documents.
- (5) Maintenance of Records of Student Membership Hours. Accurate attendance records shall be maintained for each class. Attendance records shall be signed by

the instructor or lead instructor, verifying their accuracy, and shall be maintained by the college until released from all compliance reviews as provided in the Public Records Retention & Disposition Schedule for Institutions in the Community College System. Student membership hours shall be summarized in the Institution's Class Report and certified by the president or designee.

(b) Non-Regularly Scheduled Classes.

(1) Definition of Non-Regularly Scheduled Class. A non-regularly scheduled class may include any or all of the following:

- (A) A class where a definitive beginning and ending time is not determined;
- (B) A class offered in a learning laboratory type setting (see Subparagraph (b)(6) of this Rule for definition of learning laboratory);
- (C) A self-paced class where the student progresses through the instructional materials at the student's own pace, and can complete the courses as soon as the student has successfully met the educational objectives. Classes offered as independent study are generally offered in this manner;
- (D) A class in which a student may enroll during the initial college registration period or in which a student may be permitted to enroll at any time during the semester; or
- (E) Any class not meeting all criteria for a regularly scheduled class as shown in Subparagraph (a)(1) of this Rule, is considered to be a non-regularly scheduled class for reporting purposes. Note classes defined as non-traditional (see Paragraph (c) of this Rule) which are identified as a separate student hour reporting category are not subject to the provisions in Paragraph (b) of this Rule.

(2) Definition of Student Membership. A student is considered to be in class membership when the student meets the following criteria:

- (A) Enrolled as evidenced by payment of the applicable registration fees, or obtained a waiver consistent with 1E SBCCC Subchapter 800; and
- (B) Attended one or more classes.

- (3) Definition of Student Contact Hour. A student contact hour is one hour of student attendance in a class for which the student is in membership as defined in Subparagraph (b)(2) of this Rule. Sixty minutes shall constitute an hour.
  - (4) Calculation of Student Contact Hours for Non-Regularly Scheduled Classes. For these classes, actual time of class attendance for each student determined to be in membership shall be reported. Sixty minutes shall constitute an hour. Student contact hours for these classes are the sum of all the hours of actual student attendance in a class in a given semester.
  - (5) Maintenance of Records of Student Contact Hours. Accurate attendance records shall be maintained for each class. Attendance records shall be signed by the instructor or lead instructor, verifying their accuracy, and shall be maintained by the college until released from all compliance reviews as provided in the Public Records Retention and Disposition Schedule for Institutions in the Community College System. Student membership hours shall be summarized in the Institution Class Report and certified by the president or designee.
  - (6) Learning Laboratory. Learning laboratory programs consist of self-instruction using programmed text, audio-visual equipment, and other self-instructional materials. A learning laboratory coordinator has the function of bringing the instructional media and the student together on the basis of objective and subjective evaluation and of counseling, supervising, and encouraging persons working in the laboratory. Contact hours shall be calculated as noted in Subparagraph (b)(4) of this Rule.
- (c) Classes Identified as Extension Non-Traditional Delivery.
- (1) Definition. Due to the methodology by which instruction is delivered, non-traditional delivery classes are not consistent with the definitions of regularly scheduled or non-regularly scheduled classes described in this Rule. Non-traditional delivery classes are defined as those classes which are offered through media such as internet, telecourses, videocassette, and other electronic media excluding classes offered via the North Carolina Information Highway.
  - (2) For those classes identified as non-traditional delivery, student attendance in class or in an orientation session, submission of a written assignment or a submission

of examination is the basis for the determination of class membership at the 10 percent point of the class. Student membership hours in such classes shall be calculated by multiplying the number of students in membership, as defined in the prior sentence, times the number of instructional hours delivered which are determined as follows:

(A) Determine the number of hours of instruction delivered via non-traditional delivery; and

(B) Add the number of hours of class meetings.

(d) Extension Student Work Experience and Clinical Practice. The following criteria apply to the reporting guidelines for students enrolled in extension work experience and clinical practice courses, exclusive of work station based training. To be eligible for approval, these work experience or clinical practice courses shall be required by a licensing agency or accrediting body. Examples of student work experience include cooperative education, practicums, and internships.

(1) Student membership hours for student work experience and clinical practice shall not generate budget FTE without prior approval of such activities by the System Office. When the number of approved student work experience membership hours increases by more than 30 percent per course, a new request for approval shall be submitted.

(2) Work Experience. Work experience for extension courses shall earn budget/FTE at the 100 percent rate for student membership hours, as required by a licensing agency or accrediting body. These classes shall be coordinated by college personnel paid with college instructional funds and may be located in one or more sites.

(3) Clinical Practice. Clinical practice, as defined in 1G SBCCC 100.1, refers to clinical experience in health occupation courses which shall earn budget/FTE at the 100 percent rate for student membership hours, as defined in Subparagraph (a)(3) of this Rule, and shall not exceed a licensing agency or accrediting body requirements. These classes shall be supervised by college instructors who are qualified to teach in the particular program and who are paid with college instructional funds. These classes may be located in one or more sites.

- (e) The Adult High School Diploma work experience shall not exceed 160 hours per student.

*History Note: Authority G.S. 115D-5; S.L. 1995, c. 625;*

*Eff. September 1, 1988;*

*Amended Eff. September 1, 1993;*

*Temporary Amendment Eff. June 1, 1997;*

*Amended Eff. [May 1, 2017](#); December 1, 2012; August 1, 2004; August 1, 2000; July 1, 1998.*

### **1G SBCCC 200.95 Limitations in Reporting Student Membership Hours**

- (a) Student hours shall not be reported for budget/FTE which result from:

- (1) Conferences or visits.
- (2) Seminars or Meetings.
- (3) Programs of a service nature rather than instructional classes.
- (4) Enrollment of high school students not in compliance with 1D SBCCC 400.2, 1D SBCCC 300.4(c) and 1D SBCCC 200.95.
- (5) Unsupervised classes.
- (6) Proficiency or challenge exams except that the actual time required to take the exam may be counted in membership; students shall be registered in the class consistent with 1E SBCCC Subchapter 300 or 1E SBCCC Subchapter 400.
- (7) Homework assignments.
- (8) Inter-institutional or intramural sports activities including those of prison inmates.

- (b) Self-supporting classes shall not be reported for regular budget purposes (those classes supported by student fees or a class in which instruction is provided gratis); all recreational extension classes fall in this category.

- (c) Occupational extension instruction shall not be offered in sheltered workshops and adult developmental activity centers (ADAP) except sheltered workshops and ADAP centers may contract with the community college to provide occupational extension courses on a self-supporting basis.

- (d) Educational programs offered in a correctional department setting shall report full-time equivalent (FTE) student hours on the basis of contact hours.

*History Note: Authority G.S. 115D-5;*

*Eff. September 1, 1988;*

*Temporary Amendment Eff. October 15, 1992, for a period of 180 days to expire on April 15, 1993;*

*Amended Eff. September 1, 1993;*

*Temporary Amendment Eff. November 1, 1993, for a period of 180 days or until the permanent rule becomes effective, whichever is sooner;*

*Amended Eff. [May 1, 2017](#); [February 1, 2015](#); December 1, 2012; April 1, 2010; June 1, 2008; April 1, 1997; June 1, 1994.*

## **1G SBCCC 200.96 Training for Public Safety Agencies**

### **(a) Training for Public Law Enforcement Agencies.**

- (1) When a college is an accredited and designated direct delivery agency for initial certification training for public law enforcement agencies and funds 50% or greater of the instructional cost and the school director's salary, the college shall report the hours generated from the instruction for full budget FTE when the training is delivered in accordance with all other budget FTE and program requirements. For the purposes of this Subparagraph, the college shall supervise the school director and instructors. The college must also maintain full authority and control over the curriculum. Enrollment for any training course shall be open to all students who satisfy any course prerequisites, and who meet the requirements for admission of trainees imposed by the NC Criminal Justice Education and Training Standards Commission in 12 NCAC 09B .0203. Enrollment shall not be limited or restricted to the members, employees, associates, or trainees of any direct delivery agent or agents unless required by the NC Criminal Justice Education and Training Standards Commission.
- (2) When a public law enforcement agency external to a college is the accredited and designated direct delivery agency for initial certification training, the college may

deliver a maximum of 25% of the total program hours and shall receive full budget FTE for the hours generated. A college shall not receive any state funds for hours generated above 25% of the total program hours.

(A) A college shall provide initial certification law enforcement training for an accredited and designated direct delivery public law enforcement agency under a written agreement. The agreement shall:

- (i) confirm that the public law enforcement agency does not have the funds to provide the training;
- (ii) designate the source of funds for the training;
- (iii) list the courses to be taught;
- (iv) provide the total hours of instruction to be delivered; and
- (v) be signed by the president or the president's designee, and the senior official of the public law enforcement agency.

(B) The college shall receive full budget FTE for hours generated when the training is delivered in accordance with this agreement and all other budget FTE and program requirements. The college shall maintain a copy of the agreement on file until released from all compliance reviews.

(3) A college may deliver in-service training for designated direct delivery public law enforcement agencies beyond the initial certification training and receive full budget FTE for hours generated when the training is delivered in accordance with all other budget FTE and program requirements. A college providing in-service training for public law enforcement agencies is not subject to subparagraph (a)(1) or (a)(2) of this Rule.

(b) Training for Public Fire and Rescue Agencies.

(1) When a college is a designated direct delivery agency for initial certification training for public fire and rescue services agencies and funds 50% or greater of the instructional cost, the college shall report hours generated from instruction for full budget FTE when the training is offered in accordance with all other budget FTE and program requirements. For the purposes of this Subparagraph, the college shall supervise the school director and instructors. The college must also maintain full authority and control over the curriculum. Enrollment for any training course

shall be open to all students who satisfy any course prerequisites. Enrollment shall not be limited or restricted to the members, employees, associates, or trainees of any direct delivery agent or agents.

(2) When a public fire and rescue agency external to a college is the designated direct delivery agency for initial certification training, the college may deliver a maximum of 25% of the total program hours and shall receive full budget FTE for the hours generated. A college shall not receive any state funds for hours generated above 25% of the total program hours.

(A) A college shall provide initial fire and rescue training for a designated direct delivery public fire and rescue agency under a written agreement. The agreement shall:

- (i) confirm that the public fire and rescue agency does not have the funds to provide the training;
- (ii) designate the source of funds for the training;
- (iii) list the courses to be taught;
- (iv) provide the total hours of instruction to be delivered; and
- (v) be signed by the president or the president's designee, and the senior official of the public fire and rescue agency.

(B) The college shall receive full budget FTE for hours generated when the training is delivered in accordance with this agreement and all other budget FTE and program requirements. The college shall maintain a copy of the agreement on file until released from all compliance reviews.

(3) A college may deliver in-service training for public designated direct delivery fire and rescue agencies beyond the initial certification training and receive full budget FTE for hours generated when the training is delivered in accordance with all other budgetary FTE and program requirements. A college providing in-service training for public fire and rescue agencies is not subject to subparagraph (b)(1) or (b)(2) of this Rule.

(c) Training for Emergency Medical Services Agencies.

(1) When a college is a designated direct delivery agency for initial certification training for public emergency medical services training and funds 50% or greater of the

instructional costs, the college shall report hours generated from instruction for full budget FTE when the training is offered in accordance with all other budget FTE and program requirements. For the purposes of this Subparagraph, the college shall supervise the school director and instructors. The college must also maintain full authority and control over the curriculum. Enrollment for any training course shall be open to all students who satisfy any course prerequisites. Enrollment shall not be limited or restricted to the members, employees, associates, or trainees of any direct delivery agent or agents.

(2) When a public emergency medical services agency external to a college is the designated direct delivery agency for initial certification training, the college may deliver a maximum of 25% of the total program hours and shall receive full budget FTE for the hours generated. A college shall not receive any state funds for hours generated above 25% of the total program hours.

(A) A college shall provide initial emergency medical services training for a direct delivery public emergency medical services agency under a written agreement.

The agreement shall:

- (i) confirm that the public emergency medical services agency does not have the funds to provide the training;
- (ii) designate the source of funds for the training;
- (iii) list the courses to be taught;
- (iv) provide the total hours of instruction to be delivered; and
- (v) be signed by the president or the president's designee, and the senior official of the emergency medical services agencies.

(B) The college shall receive full budget FTE for hours generated when the training is delivered in accordance with this agreement and all other budget FTE and program requirements. The college shall maintain a copy of the agreement on file until released from all compliance reviews.

(3) A college may deliver in-service training for designated direct delivery public emergency medical services agencies beyond the initial certification training and receive full budget FTE for hours generated when the training is delivered in accordance with all other budgetary FTE and program requirements. A college

providing in-service training for public emergency medical services agencies is not subject to subparagraphs (c)(1) or (c)(2) of this Rule.

*History Note: Authority G.S. 115D-5;*

*Eff. August 1, 2004;*

*Amended Eff. [May 1, 2017](#); June 1, 2008.*

### **1G SBCCC 200.97 Human Resources Development Program Continuation**

Each college shall operate a Human Resources Development (HRD) program to provide assessment services, employability training, and career development counseling to unemployed and underemployed individuals. FTE shall be generated from HRD programs. Each college shall provide HRD instruction and support necessary for unemployed and dislocated workers to be served within the college service areas.

*History Note: Authority G.S. 115D-5;*

*Eff. November 1, 2005.*

### **1G SBCCC 200.98 Customized Training Program**

- (a) Local colleges shall provide customized training programs for companies experiencing job growth, productivity enhancement needs, or creating technology investment to support the economic development of the State. Training programs for these companies shall be administered by the local college, with consultation and assistance from the department's System Office Economic Development staff.
- (b) State funds are appropriated to the North Carolina Community College System office in a separate line to support the Customized Training Program. These funds shall be used only to support companies experiencing job growth, productivity enhancement or technology investment.

*History Note: Authority G.S. 115D-5;*

*Eff. February 1, 1976;*

*Readopted Eff. January 5, 1978;*

*Amended Eff. July 1, 2009; September 1, 1993; December 1, 1984.*

**1G SBCCC 200.99 Reporting Student Membership Hours to the Department**

REPEALED by the State Board of Community Colleges, eff. 1 May 2017.

*History Note: Authority G.S. 115D-5; 115D-31; 115D-58.5; S.L. 1995, c. 625;*

*Eff. September 1, 1988;*

*Temporary Amendment Eff. June 1, 1997;*

*Amended Eff. May 1, 2009; July 1, 1998;*

*Repeal Eff. [May 1, 2017](#).*