



## NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

*R. Scott Ralls, Ph.D.*

*President*

March 16, 2014

### **MEMORANDUM**

**TO:** Continuing Education Senior Administrators

**FROM:** Barbara Boyce, Associate Vice President, Workforce Continuing Education  
Elizabeth Self, Executive Director, Audit Services

**RE:** Clarification of Documentation for "Non-Regularly Scheduled" Clinical/Laboratory Hours within "Regularly Scheduled" Courses

The purpose of this memo is to provide clarification about what constitutes appropriate documentation for non-regularly scheduled clinical or laboratory hours that are embedded within a regularly scheduled course section. This issue arises most frequently in healthcare courses that include regularly scheduled classroom instruction as well as non-regularly scheduled clinical experiences in which students are fulfilling hours on variable schedules and at various locations.

1G SBCCC 200.94(a) states (emphasis added):

(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.

System Office staff has received inquiries regarding the **appropriate documentation** required to meet the standard of "...verification of student participation in the laboratory section of the class". To meet this standard, colleges must provide official college documents **showing total clinical/laboratory hours scheduled and supporting documents of clinical/laboratory dates and hours of actual attendance in the assigned clinical/laboratory portion of the class for each student.** This supporting documentation must be signed by the individual(s) assigned to oversee and provide instruction in regard to the laboratory or clinical which may be the clinical site preceptor, the college clinical coordinator or the instructor of record.

If you have questions about appropriate documentation of non-regularly scheduled class hours within regularly scheduled classes, please contact one of the following System Office Staff:

Margaret Robertson, [robertonm@nccommunitycolleges.edu](mailto:robertonm@nccommunitycolleges.edu) 919-807-7159  
Barbara Boyce, [boyceb@nccommunitycolleges.edu](mailto:boyceb@nccommunitycolleges.edu) 919-807-7158  
Elizabeth Self, [selfe@nccommunitycolleges.edu](mailto:selfe@nccommunitycolleges.edu) 919-807-7224

Cc: Dr. Sharon Morrissey  
Ms. Jennifer Haygood  
Continuing Education Registrars