



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

James C. Williamson, Ph.D.

President

15 September 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, Continuing Education Officers, Financial Aid Officers, Planners, Public Information Officers, Registrars, Student Development Administrators, & Other Interested Parties

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

RE: **Proposed Amendment of 1G SBCCC 100.1 – “Definitions”**

The State Board of Community Colleges (SBCC) has initiated the rulemaking process to amend **1G SBCCC 100.1 – “Definitions”** because the proposed amendment to 1D SBCCC 400.1(c) – “Credit Hours” incorporates the definition of “credit hours.” As such, it would be duplicative for the definition of “credit hours” to remain in 1G SBCCC 100.1 – “Definitions.”

The proposed amendment is published on the NC Community College System's website, www.nccommunitycolleges.edu, under "State Board Code." For your convenience, a copy of the proposed rule, with the changes indicated, is attached to this memorandum. Please post a copy of the proposed rule in prominent places so that all individuals affected by the proposed changes will be informed.

Any member of the public has the right to submit written comments on the proposed rule. Please note that any person who submits a public comment on behalf of their community college should comply with their college's local process for submitting comments on a proposed rule. **Written comments on the rule must be received by no later than 5:00 p.m. on October 15, 2017.** Any member of the public has the right to request a hearing on the proposed rules. **Requests for a hearing must be received by no later than 5:00 p.m. on September 30, 2017.** Written comments and requests for hearing shall be directed to the following address: Q. Shanté Martin, 200 W. Jones Street, 5001 Mail Service Center, Raleigh, NC 27699-5001 or by email to publiccomments@nccommunitycolleges.edu. Thank you for your attention to this matter.

**CC17-043
E-mail Copy**

Attachments



State Board of Community Colleges Code

Notice of Proposed Rulemaking Form

Date: 15 September 2017

Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed	Amend 1G SBCCC 100.1 – “Definitions”
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Specify whether the SBCC proposes to adopt amend, or repeal a rule:

Adopt (new rule)	Amend (change existing rule)	Repeal (delete entire rule)
	X	

Rationale for proposed adoption, amendment or repeal:	The proposed amendment to 1D SBCCC 400.1(c) – “Credit Hours” incorporates the definition of “credit hours.” As such, it would be duplicative for the definition of “credit hours” to remain in 1G SBCCC 100.1 – “Definitions.”
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Proposed Effective Date of Rule	December 1, 2017
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1 **STATE BOARD OF COMMUNITY COLLEGES CODE**
2 **TITLE 1 – COMMUNITY COLLEGES**

3
4 **CHAPTER G. FULL-TIME EQUIVALENT (FTE)**

5
6 **SUBCHAPTER 100. DEFINITIONS AND GENERAL PROVISIONS**

7
8 **1G SBCCC 100.1 Definitions**

9 The following definitions apply to this Chapter:

10 (1) Credit Hours: Shall have the same meaning as in 1D SBCCC 400.1(c).

11 ~~(a) Credit of one semester hour is awarded for each 16 hours of "class work." Class~~
12 ~~work is lecture and other classroom instruction. Class work is under the~~
13 ~~supervision of an instructor.~~

14 ~~(b) Credit of one semester hour is awarded for each 32 hours of "experiential~~
15 ~~laboratory work." Experiential laboratory work means instruction given to a student~~
16 ~~by an instructor to increase the student's knowledge and skills without immediate~~
17 ~~student application.~~

18 ~~(c) Credit of one semester hour is awarded for each 48 hours of "faculty directed~~
19 ~~laboratory work." Faculty directed laboratory involves structured and coordinated~~
20 ~~demonstration by an instructor with immediate student application.~~

21 ~~(d) Credit of one semester hour is awarded for each 48 hours of "clinical practice."~~
22 ~~Clinical practice is a structured, faculty directed learning experience in a health~~
23 ~~sciences program which develops job proficiency. Clinical practice requires~~
24 ~~significant preparation, coordination, and scheduling by the faculty and is under~~
25 ~~the supervision of an instructor or preceptor who is qualified for the particular~~
26 ~~program.~~

27 ~~(e) Credit of one semester hour is awarded for each 160 hours of "work experience"~~
28 ~~such as cooperative education, practicums, and internships. Work experience~~
29 ~~involves the development of job skills by providing the student with employment~~
30 ~~that is directly related to, and coordinated with, the educational program. Student~~
31 ~~activity in work experience is planned and coordinated by a college representative,~~

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

3 (2) "Academic Term Reporting Period": The calendar year is divided into three academic
4 term reporting periods and are defined as follows:

5 (a) Spring Term (Period 1): January 1 - May 15;

6 (b) Summer Term (Period 2): May 16 - August 14;

7 (c) Fall Term (Period 3): August 15 - December 31.

8 (3) "Annual Reporting Period".

9 (a) Continuing Education. The annual reporting period for continuing education
10 programs is defined as the Spring Term (Period 1), Summer Term (Period 2), and
11 Fall Term (Period 3) reporting periods in a specified calendar year.

12 (b) Curriculum. The annual reporting period for curriculum programs is defined as the
13 Summer Term (Period 2), Fall Term (Period 3), and Spring Term (Period 1)
14 reporting periods completed immediately preceding the end (June 30th) of a
15 specified fiscal year.

16 (4) "Budget Full-Time Equivalent (BFTE)" – The number of full-time equivalent (FTE)
17 students for which colleges are funded through State funding formulas.

18 (5) "Full-Time Equivalent (FTE) Student" – An amount of instruction that equates to an
19 annual full-time equivalent student as provided by the following definitions:

20 (a) "Continuing Education FTE" – One continuing education FTE equals 688 student
21 hours in membership as defined in 1G SBCCC 200.94.

22 (b) "Curriculum FTE" – One curriculum FTE equals 512 student hours in membership
23 as defined in 1G SBCCC 200.93.

24
25 *History Note: Authority G.S. 115D-5; 115D-54; S.L. 1995, c. 625;*

26 *Eff. September 1, 1993;*

27 *Temporary Amendment Eff. June 1, 1997;*

28 *Amended Eff. December 1, 2017; May 1, 2017; December 1, 2012; July*
29 *1, 1998*