



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

R. Scott Ralls, Ph.D.

President

20 January 2015

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, Business Officers, Chief Financial Officers, Continuing Education Officers, Financial Aid Officers, Student Development Administrators, Public Information Officers, Registrars & Other Interested Parties

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

RE: Amendment of 1G SBCCC 200.95 – “Limitations in Reporting Student Membership Hours”

On 16 January 2015, the State Board of Community Colleges voted to amend the following rule:

1G SBCCC 200.95 – “Limitations in Reporting Student Membership Hours”

The State Board of Community Colleges amended this rule because there have been other policies put in place to eliminate the concerns that prompted the need for the policy. **The rule will be effective February 1, 2015. The new rule will be published on the NC Community College System's website, www.nccommunitycolleges.edu, under "State Board Code."** For your convenience, a copy of the rule is attached to this memorandum.

**CC15-004
E-mail Copy**

Attachment

State Board of Community Colleges Code
TITLE 1 – COMMUNITY COLLEGES

CHAPTER G. FULL-TIME EQUIVALENT (FTE)

SUBCHAPTER 200. FTE REPORTING CATEGORIES/CRITERIA

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 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 Paragraph (a) of Rules 1E SBCCC 300.99 and 1E SBCCC 900.99.
 - (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. [February 1, 2015](#); December 1, 2012; April 1, 2010; June 1, 2008; April 1, 1997; June 1, 1994.