



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

James C. Williamson, Ph.D.

President

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

The State Board of Community Colleges has initiated the rulemaking process 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 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 rules must be received by no later than 5:00 p.m. on 23 March 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 8 March 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.

**CC17-007
E-mail Copy**

Attachments



State Board of Community Colleges Code

Notice of Proposed Rulemaking Form

Date: 21 February 2017

Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed	Amend Title 1, Chapter G – “Full-Time Equivalent (FTE)”
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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 purpose for the amendment is to modify language related to FTE reporting and to provide a mechanism for granting limited flexibility on the scheduling of academic terms.
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Proposed Effective Date of Rule	June 1, 2017
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State Board of Community Colleges Code
TITLE 1 – COMMUNITY COLLEGES

CHAPTER G. FULL-TIME EQUIVALENT (FTE)

SUBCHAPTER 100. ~~OPERATIONAL POLICIES~~ DEFINITIONS AND GENERAL
PROVISIONS

1G SBCCC 100.1 Definitions

~~The following terms shall have the following meanings throughout this Title unless the context of a specific rule requires a different interpretation:~~ 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

1 involves the development of job skills by providing the student with employment
2 that is directly related to, and coordinated with, the educational program. Student
3 activity in work experience is planned and coordinated by a college representative,
4 and the employer is responsible for the control and supervision of the student on
5 the job.

6 ~~(2) Full-time Student means a student enrolled in 12 or more credit hours. For the
7 summer session, Full-time Student means a student enrolled in nine or more credit
8 hours.~~

9 ~~(3) Part-time Student means a student enrolled in less than 12 credit hours.~~

10 ~~(4) FTE means one full-time equivalent (FTE) student or 256 student membership
11 hours per semester (based on a typical semester of 16 weeks x 16 student
12 membership hours per week).~~

13 ~~(5) Student Membership Hour means one hour of scheduled class or laboratory
14 for which the student is enrolled. A college shall provide a minimum of 50 minutes
15 of instruction for each scheduled class hour.~~

16 ~~(6) Annual Curriculum FTE means the total of the student hours in membership for
17 fall and spring semesters divided by 512 (256 student hours per semester x 2).~~

18 ~~(7) Annual Continuing Education (non-credit) FTE means the total of the student
19 hours in membership for the three reporting periods divided by 688 (based on two
20 typical semesters of 16 weeks and a typical summer term of 11 weeks). The three
21 reporting periods are fall semester, spring semester, and the summer term.~~

22 ~~(8) Budget Full-time Equivalent (B/FTE). B/FTE means the number of FTE which
23 determines a college's operating budget.~~

24 ~~(9) College means any institution established pursuant to G.S. 115D except for the
25 N. C. Center for Textile Technology.~~

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

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

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

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

31 (3) "Annual Reporting Period".

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

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

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

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

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

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

16
17 *History Note: Authority G.S. 115D-5; 115D-54; S.L. 1995, c. 625;*

18 *Eff. September 1, 1993;*

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

20 *Amended Eff. June 1, 2017; December 1, 2012; July 1, 1998.*

21
22 **1G SBCCC 100.98 RESERVED FOR FUTURE CODIFICATION**

23
24 **1G SBCCC 100.99 Budget FTE Funding**

25 (a) All student membership hours generated by the college for a given class shall be
26 counted for budget FTE purposes provided 100 percent of the instructional cost is paid
27 from college funds (funds budgeted through the college's budget including State
28 Current, County Current, or College Funds). These provisions apply to all instructional
29 contracts which generate budget FTE including Basic Skills classes. For purpose of
30 this Rule, instructional cost includes the salary of the instructor(s) as well as fringe
31 benefits, supplies, materials, and travel paid from college funds. College-sponsored

1 instruction shall not supplant existing training which may take place without the
2 college's involvement. Following are Rule applications:

3 (1) A company or entity may reimburse the college for a given class up to 50 percent
4 of the instructional cost. The student hours in membership generated in the class
5 may be reported for budget FTE. If the college is reimbursed for more than 50
6 percent of the instructional cost for a given class, student hours in membership
7 reported for the class shall be prorated in the same proportion as the college
8 funding. If the college is reimbursed for 100 percent of the instructional cost, the
9 class would be gratis [see Paragraph (b) of this Rule] and no budget FTE would
10 be generated.

11 (2) In cases where a company or entity donates funds to a college with no expectation
12 for instruction in return, these funds shall be treated as college funds and may be
13 used to generate budget FTE.

14 (3) The community college shall not contract with a company or entity to provide
15 training to its current employees.

16 (b) Any class for which the instructor's services are provided at no cost or for which the
17 instructional cost is paid totally and directly by an external agency is a "gratis" class.
18 In this situation, the class is reported as self-supporting, and does not generate
19 budget/FTE. If a portion of the class is gratis, student hours shall be prorated
20 accordingly.

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

25
26 *History Note: Authority G.S. 115D-5; 115D-31; 115D-58.5; S.L. 2001, c. 424, s.*
27 *30.3(b),(e);*
28 *Eff. September 1, 1988;*
29 *Temporary Amendment Eff. October 15, 1992 for a period of 180 days to*
30 *expire on April 15, 1993;*

1 *Temporary Amendment Eff. November 1, 1993 for a period of 180 days*
2 *or until the permanent rule becomes effective, whichever is sooner;*
3 *Amended Eff. June 1, 1994; September 1, 1993;*
4 *Temporary Amendment Eff. October 4, 2001;*
5 *Amended Eff. December 1, 2012; May 1, 2009; April 1, 2003.*

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

9 **1G SBCCC 200.1 General Provisions**

10 (a) FTE Reporting. As directed by the System Office, colleges shall report FTE enrollment
11 in all course sections scheduled during each academic term reporting period. If a
12 course section is scheduled for a time period that crosses academic term reporting
13 periods, the FTE enrollment shall be reported as follows:

14 (1) For curriculum course sections that are regularly scheduled, as defined in 1G
15 SBCCC 200.93(b), FTE enrollment shall be reported in the academic term
16 reporting period in which the 10% point of the class falls.

17 (2) For curriculum course sections that are non-regularly scheduled, as defined in 1G
18 SBCCC 200.93(c), and all continuing education course sections, FTE enrollment
19 shall be reported in the academic term reporting period in which the last day of the
20 course falls.

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

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

30
31 History Note: Authority G.S. 115D-5;

1 *Eff. June 1, 2017.*

2
3 **1G SBCCC 200.93 Reporting of Student Hours in Membership for Curriculum**
4 **Classes**

5 (a) Academic Term. College boards of trustees shall locally determine the beginning
6 and end date for each academic term within the timeframes of the academic term
7 reporting periods defined in 1G SBCCC 100.1, unless an exception is granted by
8 the System President. The System President may grant an exception if it would
9 not result in an overlap with another academic term, the 10% point of all course
10 sections would fall within the corresponding academic term reporting period, and
11 the exception would not negatively impact the college's ability to meet data
12 reporting requirements. The academic semester for all credit courses shall be
13 designed so that all classes may be scheduled to include the number of
14 instructional hours shown in the college catalog and the approved curriculum
15 program of study compliance document and reported for FTE purposes (see 1D
16 SBCCC 400.95(a) and ~~1H SBCCC 200.87(a)(3)~~). Instructional hours include
17 scheduled class and laboratory sessions as well as examination sessions. Length
18 of semesters or courses may vary as long as credit hours are assigned consistent
19 with 1G SBCCC 100.1 and as long as membership hours are reported consistent
20 with the other provisions of this Rule. If necessary to meet the needs of particular
21 constituents (for example, courses provided at high schools, military bases,
22 prisons, or at the specific request of business), without an exception by the System
23 President, colleges may schedule curriculum course sections that fall outside the
24 academic term beginning and end dates, as defined by the college's board of
25 trustees. If such course sections cross academic term reporting periods, FTE
26 enrollment shall be reported consistent with the provisions of 1G SBCCC 200.1(a).
27 ~~Also, note 1G SBCCC 200.99 which identifies the reporting periods for submission~~
28 ~~of Institution Class Reports.~~

29 (b) Regularly Scheduled Classes.

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

31 (A) assigned definite beginning and ending time;

- 1 (B) specific days the class meets is predetermined;
2 (C) specific schedule is included on the Institution Master Schedule or other official
3 college documents;
4 (D) class hours are assigned consistent with college catalog and curriculum
5 standard requirements; and
6 (E) identified class time and dates are the same for all students registered for the
7 class excluding clinical or cooperative work experience;

8 (i) Classes which have a regularly scheduled lecture section and a non
9 regularly scheduled laboratory section shall satisfy this criteria. The census
10 date (10% point) shall be determined from the regularly scheduled portion
11 of the class. Verification of student participation in the laboratory section of
12 the class shall be available for review.

13 (ii) A student shall be considered absent if that student did not attend during
14 the specified times or days the class was scheduled to meet.

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

17 (A) enrolled as evidenced by payment of the applicable tuition and fees, or
18 obtained a waiver as defined in ~~G.S. 115D-5(b)~~ G.S. 115D-5(b);

19 (B) attended one or more classes prior to or on the 10 percent point in the class;

20 (C) has not withdrawn or dropped the class prior to or on the 10 percent point.

21 (3) Definition of a Student Membership Hour. A student membership hour is one hour
22 of scheduled class or laboratory for which the student is enrolled. A college shall
23 provide a minimum of 50 minutes of instruction for each scheduled class hour. A
24 college shall provide sufficient time between classes to accommodate students
25 changing classes. A college shall not report more hours per student than the
26 number of class hours scheduled in the approved curriculum program of study
27 compliance document.

28 (4) Calculation of Student Membership Hours for Regularly Scheduled Classes.
29 Student membership hours are obtained by multiplying the number of students in
30 membership at the 10 percent point in the class by the total number of hours the
31 class is scheduled to meet for the semester as stated in the college catalog and

1 the approved curriculum program of study compliance document (see 1D SBCCC
2 400.97(4)).

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

14 (c) Non Regularly Scheduled Classes.

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

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

17 (B) a class offered in a learning laboratory type setting (see 1G SBCCC
18 200.94(b)(6) for definition of learning laboratory);

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

23 (D) a class in which a student may enroll during the initial college registration period
24 or in which the student may be permitted to enroll at any time during the
25 semester; or

26 (E) any class not meeting all criteria for a regularly scheduled class, as shown in
27 Subparagraph (b)(1) of this Rule, is considered to be a non regularly scheduled
28 class for reporting purposes. Classes defined as non traditional (see Paragraph
29 (e) of this Rule) which are identified as a separate student hour reporting
30 category are not subject to the above provisions in Paragraph (c).

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

3 (A) enrolled as evidenced by payment of the applicable tuition and fees, or
4 obtained a waiver ~~as defined in 1E SBCCC 800.97(a)~~ consistent with 1E
5 SBCCC 800; and

6 (B) attended one or more classes.

7 (3) Definition of a Student Contact Hour. For non-regularly scheduled classes, student
8 contact hour is defined as actual time of student attendance in a class or lab. 60
9 minutes shall constitute an hour. A college shall not report more hours per student
10 than the number of class hours scheduled in the approved curriculum program of
11 study compliance document.

12 (4) Calculation of Student Contact Hours for Non Regularly Scheduled Classes. For
13 these classes, actual time of class attendance for each student determined to be
14 in membership shall be reported. Student contact hours for these classes are the
15 sum of all the hours of actual student attendance in a class in a given semester,
16 and shall not exceed the hours in the approved curriculum program of study
17 compliance document. (see 1D SBCCC 400.97(4)).

18 (5) Maintenance of Records of Student Contact Hours. Accurate attendance records
19 shall be maintained for each class of the nature described in this Rule through the
20 entire semester. Attendance records shall be signed by the instructor or lead
21 instructor, verifying their accuracy, and shall be maintained by the college until
22 released from all ~~audits~~ compliance reviews (see the Public Records Retention &
23 Disposition Schedule for Institutions in the Community College System). Student
24 contact hours shall be summarized in the Institution's Class Report and certified
25 by the president or designee.

26 (d) Skills Laboratory or Computer Tutorial Laboratory. Individualized instructional
27 laboratories are similar to learning laboratories (see 1G SBCCC 200.94(b)(6)) except
28 the participants are curriculum students. Skills labs or computer tutorial labs are
29 remedial or developmental in nature and intended for students who are experiencing
30 academic difficulty in a particular curriculum course. A skills laboratory instructor shall
31 be qualified in the single subject area of the skills laboratory. A computer tutorial

1 laboratory coordinator need not be qualified in any of the subject area(s) provided in
2 a computer tutorial laboratory. Student contact hours may be reported for budget/FTE
3 when students are required by their instructor to attend either of the laboratories for
4 remedial or developmental work and when the skills laboratory instructors or computer
5 tutorial coordinators are paid with curriculum instructional funds.

6 (1) Documentation of instructor referral shall be maintained for ~~auditing compliance~~
7 review purposes. The College shall maintain ~~Maintain~~ documentation until
8 released by ~~audit~~ from all compliance reviews.

9 (2) Homework assignments shall not be reported for budget/FTE. (See 1G SBCCC
10 200.95(a)).

11 (3) Calculation of Student Contact Hours for Skills Laboratory or Computer Tutorial
12 Laboratory. For these classes, actual time of class attendance shall be reported;
13 60 minutes shall constitute an hour. Student hours generated for these types of
14 classes are the sum of all the hours of actual student attendance in a class in a
15 given semester.

16 (e) Classes Identified as Curriculum Non Traditional Delivery.

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

23 (2) For those classes identified as non traditional delivery, student attendance in class
24 or in an orientation session, submission of a written assignment or submission of
25 an examination, is the basis for the determination of class membership at the 10
26 percent point of the class. Student membership hours earned in non traditional
27 delivery classes shall be calculated by multiplying the number of students in
28 membership, as defined in the prior sentence, times the number of hours assigned
29 to the class in official college documents. For these classes, the number of hours
30 assigned shall be consistent with the credit hours assigned according to 1G
31 SBCCC 100.1, as well as the curriculum standard.

1 (3) Non-traditional instruction delivered is pre-structured into identifiable units. Non
2 traditional delivery classes do not include classes identified as independent study
3 which are not media based.

4 (f) Curriculum Student Work Experience and Clinical Practice. The following criteria
5 apply to the reporting guidelines for students enrolled in curriculum work experience
6 and clinical practice courses, exclusive of work station based training. Examples of
7 student work experience include cooperative education, practicums, and internships.
8 Clinical practice refers to work experience in health occupation programs.

9 (1) Student membership hours for student work experience and clinical practice shall
10 not generate budget/FTE without prior approval by the System Office for such
11 activities through the appropriate curriculum standard.

12 (2) Work Experience. Work experience for curriculum courses shall earn budget/FTE
13 at the 100 percent rate of assigned work experience hours and shall not exceed a
14 maximum of 320 membership hours per student per semester.

15 (A) These classes shall be coordinated by college personnel paid with college
16 instructional funds and may be located in one or more sites.

17 (B) These classes shall be specified in the approved curriculum of the college
18 consistent with the applicable curriculum standard (see 1D SBCCC
19 400.97(3)(a)(ii)(D)).

20 (C) The college shall maintain documentation of all student work experience hours.

21 (3) Clinical Practice. Curriculum clinical practice, as defined in 1G SBCCC 100.1,
22 refers to clinical experience in health occupation programs which shall earn
23 budget/FTE at the 100 percent rate for student membership hours. These classes
24 shall be consistent with the curriculum standards set forth in 1D SBCCC 400.97.
25 The maximum membership hours in a clinical experience which may be reported
26 per student in a given semester is 640. These classes shall be supervised by
27 college instructors who are qualified to teach in the particular program and are paid
28 with college instructional funds. These classes may be located in one or more
29 sites.

30
31 *History Note: Authority G.S. 115D-5; S.L. 1995, c. 625;*

1 *Eff. September 30, 1977;*
2 *Amended Eff. July 24, 1978;*
3 *Emergency Amendment Eff. August 10, 1978 for a period of 120 days to*
4 *expire on December 8, 1978;*
5 *Emergency Amendment Made Permanent With Change Eff. December 8,*
6 *1978;*
7 *Amended Eff. September 1, 1993; September 1, 1988; September 1, 1985;*
8 *November 1, 1983;*
9 *Temporary Amendment Eff. June 1, 1997;*
10 *Amended Eff. June 1, 2017; December 1, 2012; August 1, 2004; August 1,*
11 *2000; July 1, 1998.*

12
13 **1G SBCCC 200.94 Reporting of Student Hours in Membership for Continuing**
14 **Education Classes**

15 (a) Regularly Scheduled Classes.

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

18 (A) Assigned definite beginning and ending time;

19 (B) Specific predetermined days and time the class meets;

20 (C) Specific schedule is included on the Institution Master Schedule or other official
21 college documents;

22 (D) Class hours are assigned consistent with State Board approval and official
23 college documents; and

24 (E) Identified class time and dates are the same for all students registered for the
25 class excluding clinical or work experience:

26 (i) Classes which have a regularly scheduled lecture section and a
27 non-regularly scheduled laboratory section will satisfy the criteria. The
28 census date (10% point) shall be determined from the regularly scheduled
29 portion of the class. Verification of student participation in the laboratory
30 section of the class shall be available for review; or

- 1 (ii) A student is considered absent if that student did not attend during the
2 specified times or days the class was scheduled to meet.
- 3 (2) Definition of Student Membership. A student is considered to be in class
4 membership when the student meets all of the following criteria:
- 5 (A) Enrolled as evidenced by payment of the applicable registration fees, or
6 obtained a waiver ~~as defined in Paragraph (a) of Rule 1E SBCCC 400.99~~
7 consistent with 1E SBCCC 800.
- 8 (B) Attended one or more classes held prior to or on the 10 percent point in the
9 class; and
- 10 (C) Has not withdrawn or dropped the class prior to or on the 10 percent point of
11 the class.
- 12 (3) Student Membership Hour. A student membership hour is one hour of scheduled
13 class or laboratory for which the student is enrolled. A college shall provide a
14 minimum of 50 minutes of instruction for each scheduled class hour. A college
15 shall not report more hours per student than the number of class hours scheduled
16 in official college documents. Colleges shall not report more hours per student
17 than the number of hours specified in the instructor's contract.
- 18 (4) Calculation of Student Membership Hours for Regularly Scheduled Classes.
19 Student membership hours are obtained by multiplying the number of students in
20 membership at the 10 percent point in the class by the total number of hours the
21 class is scheduled to meet as stated in official college documents.
- 22 (5) Maintenance of Records of Student Membership Hours. Accurate attendance
23 records shall be maintained for each class. Attendance records shall be signed by
24 the instructor or lead instructor, verifying their accuracy, and shall be maintained
25 by the college until released from all ~~audits~~ compliance reviews as provided in the
26 Public Records Retention & Disposition Schedule for Institutions in the Community
27 College System. Student membership hours shall be summarized in the
28 Institution's Class Report and certified by the president or designee.
- 29 (b) Non-Regularly Scheduled Classes.
- 30 (1) Definition of Non-Regularly Scheduled Class. A non-regularly scheduled class
31 may include any or all of the following:

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

17 (2) Definition of Student Membership. A student is considered to be in class

18 membership when the student meets the following criteria:

19 (A) Enrolled as evidenced by payment of the applicable registration fees, or

20 obtained a waiver as defined in Paragraph (a) of Rule 1E SBCCC 400.99

21 consistent with 1E SBCCC 800; and

22 (B) Attended one or more classes.

23 (3) Definition of Student Contact Hour. A student contact hour is one hour of student

24 attendance in a class for which the student is in membership as defined in

25 Subparagraph (b)(2) of this Rule. Sixty minutes shall constitute an hour.

26 (4) Calculation of Student Contact Hours for Non-Regularly Scheduled Classes. For

27 these classes, actual time of class attendance for each student determined to be

28 in membership shall be reported. Sixty minutes shall constitute an hour. Student

29 contact hours for these classes are the sum of all the hours of actual student

30 attendance in a class in a given semester.

1 (5) Maintenance of Records of Student Contact Hours. Accurate attendance records
2 shall be maintained for each class. Attendance records shall be signed by the
3 instructor or lead instructor, verifying their accuracy, and shall be maintained by
4 the college until released from all ~~audits~~ compliance reviews as provided in the
5 Public Records Retention and Disposition Schedule for Institutions in the
6 Community College System. Student membership hours shall be summarized in
7 the Institution Class Report and certified by the president or designee.

8 (6) Learning Laboratory. Learning laboratory programs consist of self-instruction
9 using programmed text, audio-visual equipment, and other self-instructional
10 materials. A learning laboratory coordinator has the function of bringing the
11 instructional media and the student together on the basis of objective and
12 subjective evaluation and of counseling, supervising, and encouraging persons
13 working in the laboratory. Contact hours shall be calculated as noted in
14 Subparagraph (b)(4) of this Rule.

15 (c) Classes Identified as Extension Non-Traditional Delivery.

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

22 (2) For those classes identified as non-traditional delivery, student attendance in class
23 or in an orientation session, submission of a written assignment or a submission
24 of examination is the basis for the determination of class membership at the 10
25 percent point of the class. Student membership hours in such classes shall be
26 calculated by multiplying the number of students in membership, as defined in the
27 prior sentence, times the number of instructional hours delivered which are
28 determined as follows:

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

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

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

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

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

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

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

26
27 *History Note: Authority G.S. 115D-5; S.L. 1995, c. 625;*

28 *Eff. September 1, 1988;*

29 *Amended Eff. September 1, 1993;*

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

1 Amended Eff. June 1, 2017; December 1, 2012; August 1, 2004; August
2 1, 2000; July 1, 1998.

3
4 **1G SBCCC 200.95 Limitations in Reporting Student Membership Hours**

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

6 (1) Conferences or visits.

7 (2) Seminars or Meetings.

8 (3) Programs of a service nature rather than instructional classes.

9 (4) Enrollment of high school students not in compliance with 1D SBCCC 400.2, 1D
10 SBCCC 300.4(c) and 1D SBCCC 200.95.

11 (5) Unsupervised classes.

12 (6) Proficiency or challenge exams except that the actual time required to take the
13 exam may be counted in membership; students shall be registered in the class
14 consistent with ~~Paragraph (a) of Rules 1E SBCCC 300.99 and 1E SBCCC 900.99~~
15 1E SBCCC 300 or 1E SBCCC 400.

16 (7) Homework assignments.

17 (8) Inter-institutional or intramural sports activities including those of prison inmates.

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

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

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

27
28 *History Note: Authority G.S. 115D-5;*

29 *Eff. September 1, 1988;*

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

1 *Amended Eff. September 1, 1993;*
2 *Temporary Amendment Eff. November 1, 1993, for a period of 180 days*
3 *or until the permanent rule becomes effective, whichever is sooner;*
4 *Amended Eff. June 1, 2017; February 1, 2015; December 1, 2012; April*
5 *1, 2010; June 1, 2008; April 1, 1997; June 1, 1994.*

7 **1G SBCCC 200.96 Training for Public Safety Agencies**

8 (a) Training for Public Law Enforcement Agencies.

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

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

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

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

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

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

18 (b) Training for Public Fire and Rescue Agencies.

19 (1) When a college is a designated direct delivery agency for initial certification training
20 for public fire and rescue services agencies and funds 50% or greater of the
21 instructional cost, the college shall report hours generated from instruction for full
22 budget FTE when the training is offered in accordance with all other budget FTE
23 and program requirements. For the purposes of this Subparagraph, the college
24 shall supervise the school director and instructors. The college must also maintain
25 full authority and control over the curriculum. Enrollment for any training course
26 shall be open to all students who satisfy any course prerequisites. Enrollment shall
27 not be limited or restricted to the members, employees, associates, or trainees of
28 any direct delivery agent or agents.

29 (2) When a public fire and rescue agency external to a college is the designated direct
30 delivery agency for initial certification training, the college may deliver a maximum
31 of 25% of the total program hours and shall receive full budget FTE for the hours

1 generated. A college shall not receive any state funds for hours generated above
2 25% of the total program hours.

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

6 (i) confirm that the public fire and rescue agency does not have the funds to
7 provide the training;

8 (ii) designate the source of funds for the training;

9 (iii) list the courses to be taught;

10 (iv) ~~state~~ provide the total hours of instruction to be delivered; and

11 (v) be signed by the president or the president's designee, and the senior
12 official of the public fire and rescue agency.

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

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

23 (c) Training for Emergency Medical Services Agencies.

24 (1) When a college is a designated direct delivery agency for initial certification
25 training for public emergency medical services training and funds 50% or greater
26 of the instructional costs, the college shall report hours generated from instruction
27 for full budget FTE when the training is offered in accordance with all other budget
28 FTE and program requirements. For the purposes of this Subparagraph, the
29 college shall supervise the school director and instructors. The college must also
30 maintain full authority and control over the curriculum. Enrollment for any training
31 course shall be open to all students who satisfy any course prerequisites.

1 Enrollment shall not be limited or restricted to the members, employees,
2 associates, or trainees of any direct delivery agent or agents.

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

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

10 The agreement shall:

11 (i) confirm that the public emergency medical services agency does not have
12 the funds to provide the training;

13 (ii) designate the source of funds for the training;

14 (iii) list the courses to be taught;

15 (iv) ~~state~~provide the total hours of instruction to be delivered; and

16 (v) be signed by the president or the president's designee, and the senior
17 official of the emergency medical services agencies.

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

22 (3) A college may deliver in-service training for designated direct delivery public
23 emergency medical services agencies beyond the initial certification training and
24 receive full budget FTE for hours generated when the training is delivered in
25 accordance with all other budgetary FTE and program requirements. A college
26 providing in-service training for public emergency medical services agencies is not
27 subject to subparagraphs (c)(1) or (c)(2) of this Rule.

28
29 *History Note: Authority G.S. 115D-5;*

30 *Eff. August 1, 2004;*

31 *Amended Eff. June 1, 2017; June 1, 2008.*

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

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

7
8 *History Note: Authority G.S. 115D-5;*
9 *Eff. November 1, 2005.*

10
11 **1G SBCCC 200.98 Customized Training Program**

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

21
22 *History Note: Authority G.S. 115D-5;*
23 *Eff. February 1, 1976;*
24 *Readopted Eff. January 5, 1978;*
25 *Amended Eff. July 1, 2009; September 1, 1993; December 1, 1984.*

26
27 ~~**1G SBCCC 200.99 REPORTING STUDENT MEMBERSHIP HOURS TO THE**~~
28 ~~**DEPARTMENT**~~

29 ~~(a) Curriculum and extension college class reports summarizing student membership~~
30 ~~hours shall be submitted to the Department during each student membership hour~~
31 ~~reporting period defined in this Paragraph.~~

1 ~~(1) The three student membership hour reporting periods are as follows:~~

2 ~~(A) Period 1 (Spring Period): January 1 – May 15;~~

3 ~~(B) Period 2 (Summer Period): May 16 – August 14;~~

4 ~~(C) Period 3 (Fall Period): August 15 – December 31.~~

5 ~~(2) College class reports for all regular budget curriculum and extension~~
6 ~~classes shall be submitted 21 calendar days after the conclusion of each~~
7 ~~student reporting period defined in Subparagraph (a)(1) of this Rule. Note~~
8 ~~the following schedule concerning application of the designated periods:~~

9 ~~(A) all reports received by June 5 shall be designated Period 1;~~

10 ~~(B) all reports received by September 4 shall be designated Period 2;~~

11 ~~and~~

12 ~~(C) all reports received by January 21 shall be designated Period 3.~~

13 ~~(b) For learning laboratories, skills laboratories, multi-entry, multi-exit and other non-~~
14 ~~regularly scheduled classes where actual student time in class is determined, student~~
15 ~~contact hours shall be calculated on the last day of each respective student membership~~
16 ~~hour reporting period for a given class and submitted to the Department according to~~
17 ~~Subparagraphs (a)(1) and (a)(2) of this Rule. Also, note Paragraphs (b) and (c) of Rule~~
18 ~~4G-SBCCC 200.93 and Paragraphs (a) and (b) of Rule 200.94 regarding calculation of~~
19 ~~student membership hours.~~

20 ~~(c) College class reports for non-regular budget extension classes such as customized~~
21 ~~training for job growth, productivity enhancement, or technology investment, HRD, JTPA,~~
22 ~~self-supporting, and recreational shall also be submitted to the System Office in~~
23 ~~accordance with Subparagraphs (a)(1) and (a)(2) of this Rule.~~

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

25
26 *History Note: Authority G.S. 115D-5; 115D-31; 115D-58.5; S.L. 1995, c. 625;*

27 *Eff. September 1, 1988;*

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

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

30 *Repeal Eff. June 1, 2017.*