



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans
President

22 May 2018

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 1G SBCCC 200.93 – “Reporting of Student Hours in Membership for Curriculum Classes”**

On 18 May 2018, the State Board of Community Colleges (“SBCC”) voted to initiate rulemaking to amend 1G SBCCC 200.93 – “Reporting of Student Hours in Membership for Curriculum Classes.” The SBCC is initiating the rulemaking process to amend this proposed rule to provide clarification and consistency to the reporting of instructional hours for clinical practice at the recommendation of the Deans of Health Science.

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 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 June 21, 2018.** 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 June 5, 2018.** 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.

CC18-021
E-mail Copy



State Board of Community Colleges Code

Notice of Proposed Rulemaking Form

Date: 22 May 2018

Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed	Amend 1G SBCCC 200.93- "Reporting of Student Hours in Membership for Curriculum Classes "
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Specify whether the SBCC proposes to adopt amend, or repeal a rule:

Adopt <small>(new rule)</small>	Amend <small>(change existing rule)</small>	Repeal <small>(delete entire rule)</small>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Rationale for proposed adoption, amendment or repeal:	An amendment to 1G SBCCC 200.93 is needed to provide clarification and consistency to the reporting of instructional hours for clinical practice. The proposed amendment is recommended by the Deans of Health Science.
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Proposed Effective Date of Rule	August 1, 2018
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1 **STATE BOARD OF COMMUNITY COLLEGES**
2 **TITLE 1 – COMMUNITY COLLEGES**

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

5
6 **SUBCHAPTER 200. FTE REPORTING CATEGORIES/CRITERIA**

7
8
9 **1G SBCCC 200.93 Reporting of Student Hours in Membership for Curriculum**
10 **Classes**

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

32 (b) Regularly Scheduled Classes.

- 1 (1) A class is regularly scheduled if it meets all of the following criteria:
- 2 (A) assigned definite beginning and ending time;
- 3 (B) specific days the class meets is predetermined;
- 4 (C) specific schedule is included on the Institution Master Schedule or other official
- 5 college documents;
- 6 (D) class hours are assigned consistent with college catalog and curriculum
- 7 standard requirements; and
- 8 (E) identified class time and dates are the same for all students registered for the
- 9 class excluding clinical or cooperative work experience;
- 10 (i) Classes which have a regularly scheduled lecture section and a non
- 11 regularly scheduled laboratory section shall satisfy this criteria. The census
- 12 date (10% point) shall be determined from the regularly scheduled portion
- 13 of the class. Verification of student participation in the laboratory section of
- 14 the class shall be available for review.
- 15 (ii) A student shall be considered absent if that student did not attend during
- 16 the specified times or days the class was scheduled to meet.
- 17 (2) A student shall be considered to be in class membership when the student meets
- 18 all of the following criteria:
- 19 (A) enrolled as evidenced by payment of the applicable tuition and fees, or
- 20 obtained a waiver as defined in G.S. 115D-5(b);
- 21 (B) attended one or more classes prior to or on the 10 percent point in the class;
- 22 (C) has not withdrawn or dropped the class prior to or on the 10 percent point.
- 23 (3) Definition of a Student Membership Hour. A student membership hour is one hour
- 24 of scheduled class or laboratory for which the student is enrolled. A college shall
- 25 provide a minimum of 50 minutes of instruction for each scheduled class hour. A
- 26 college shall provide sufficient time between classes to accommodate students
- 27 changing classes. A college shall not report more hours per student than the
- 28 number of class hours scheduled in the approved curriculum program of study
- 29 compliance document.
- 30 (4) Calculation of Student Membership Hours for Regularly Scheduled Classes.
- 31 Student membership hours are obtained by multiplying the number of students in

1 membership at the 10 percent point in the class by the total number of hours the
2 class is scheduled to meet for the semester as stated in the college catalog and
3 the approved curriculum program of study compliance document (see 1D SBCCC
4 400.97(4)).

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

16 (c) Non Regularly Scheduled Classes.

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

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

19 (B) a class offered in a learning laboratory type setting (see 1G SBCCC
20 200.94(b)(6) for definition of learning laboratory);

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

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

28 (E) any class not meeting all criteria for a regularly scheduled class, as shown in
29 Subparagraph (b)(1) of this Rule, is considered to be a non regularly scheduled
30 class for reporting purposes. Classes defined as non traditional (see Paragraph
31 (e) of this Rule) or clinical practice (see Paragraph (g) of this Rule) which are

1 identified as a separate student hour reporting category are not subject to the
2 above provisions in Paragraph (c).

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

5 (A) enrolled as evidenced by payment of the applicable tuition and fees, or
6 obtained a waiver consistent with 1E SBCCC Subchapter 800; and

7 (B) attended one or more classes.

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

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

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

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

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

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

10 (2) Homework assignments shall not be reported for budget/FTE. (See 1G SBCCC
11 200.95(a)).

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

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

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

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

1 assigned shall be consistent with the credit hours assigned according to 1G
2 SBCCC 100.1, as well as the curriculum standard.

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

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

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

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

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

19 (B) These classes shall be specified in the approved curriculum of the college
20 consistent with the applicable curriculum standard (see 1D SBCCC
21 400.97(3)(a)(ii)(D)).

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

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

1G SBCCC 200.93 is proposed for amendment as follows:

1 (g) Clinical Practice. Colleges shall report instructional hours of curriculum courses which
2 include clinical practice, as defined in 1D SBCCC 400.1(c)(2), consistent with the rules
3 for regularly scheduled classes in Paragraph (b) of this rule if the course meets the
4 following criteria:

- 5 (1) Assigned definite beginning and ending time;
6 (2) Specific days the class meets are predetermined, although class times, dates,
7 and locations may vary for enrolled students;
8 (3) Clinical hours scheduled are included on the Institution Master Schedule or
9 other official college documents;
10 (4) Class hours are assigned consistent with the college catalog and curriculum
11 standards set forth in 1D SBCCC 400.8;
12 (5) Class hours shall be scheduled to provide a minimum of 50 minutes of
13 instruction;
14 (6) College instructors who are qualified to teach in the particular program
15 supervise and are paid with college instructional funds for all scheduled class
16 hours (classroom and clinical);

17 College personnel shall make documentation verifying student participation in clinical
18 practice available for compliance purposes.

19
20 *History Note: Authority G.S. 115D-5; S.L. 1995, c. 625;*

21 *Eff. September 30, 1977;*

22 *Amended Eff. July 24, 1978;*

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

25 *Emergency Amendment Made Permanent With Change Eff. December 8,*
26 *1978;*

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

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

30 *Amended Eff. _____; [May 1, 2017](#); December 1, 2012; August 1,*
31 *2004; August 1, 2000; July 1, 1998.*