



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans, President

19 October 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, Chief Financial Officers, Financial Aid Officers, Public Information Officers, Registrars, Student Development Administrators, & Other Interested Parties

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

RE: Temporary Amendment of 1G SBCCC 200.1 - "General Provisions"

The State Board of Community Colleges (SBCC) temporarily adopted 1G SBCCC 200.1 pursuant to 3B SBCCC 400.1(c). We have previously provided guidance to colleges about making up instructional time for adverse weather but have never established a policy in rule. This rule will codify historic practice and provide clarity the issue of making up time in correction education programs. Given the scope and severity of Hurricane Florence, this is to request that the SBCC adopt this as a temporary rule immediately and later pursue the permanent rule-making process once we have received college feedback on the temporary rule.

The temporary rule became effective on 25 October 2018. The temporary rule will be effective for a period of 180 days or until the permanent rules becomes effective, whichever is sooner. The temporary 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 temporary rule is attached to this memorandum.

**CC18-051
E-mail Copy**

Attachment



1 **State Board of Community Colleges Code**
2 **TITLE 1. COMMUNITY COLLEGES**

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

5
6 **SUBCHAPTER 200. FTE REPORTING CATEGORIES/CRITERIA**
7

8 **1G SBCCC 200.1 General Provisions**

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

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

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

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

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

29(c) Making Up Instructional Hours Due to Adverse Weather. A college is responsible for
30 delivering instruction to meet the learning outcomes of each course it provides. To
31 ensure students are able to successfully complete their educational outcomes and

1 progress towards credentialing or entry into the workforce without further delay,
2 colleges may use various methods outlined in the college's Adverse Weather policy
3 to meet learning outcomes. These methods include, but are not limited to,
4 rescheduling instructional time, providing online instruction, and notwithstanding 1G
5 SBCCC 200.95(a)(7), issuing alternative assignments. In a correctional education
6 setting, a college may make up instructional time by issuing evening and weekend
7 assignments and documenting students' successful completion of the assignments.
8 The college shall maintain documentation of how instruction was rescheduled or
9 otherwise made up until released from all compliance reviews.

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

12 *Eff. [May 1, 2017](#);*

13 *Temporary Amendment Eff. October 25, 2018.*

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