



1 **State Board of Community College Code**
2 **TITLE 1 – COMMUNITY COLLEGES**

3
4 **CHAPTER E. STUDENT TUITION AND FEES**

5
6 **SUBCHAPTER 900. REFUNDS**

7
8 **1E SBCCC 900.2 Continuing Education Registration Fee Refunds**

9 (a) The following definitions apply to this provision:

10 (1) “Non-regularly scheduled course section” – A course section that meets the
11 definition of “non-regularly scheduled course section” found in 1G SBCCC
12 200.94(b).

13 (2) “Officially withdraw” – See definition in 1E SBCCC 900.1(4).

14 (3) “Regularly scheduled course section” – A course section that meets the definition
15 of “regularly scheduled course section” found in 1G SBCCC 200.94(a).

16 (4) “Independently scheduled course section” – A course section that meets the
17 definition of “independently scheduled course section” found in 1G SBCCC
18 200.94(d).

19 (b) Unless otherwise required by law, community colleges shall not issue a registration
20 fee refund using State funds except under the following circumstances:

21 (1) A college shall provide a 100 percent refund to the student if the student officially
22 withdraws or is officially withdrawn by the college from the course section prior to
23 the first course section meeting.

24 (2) A college shall provide a 100 percent refund to the student if the college cancels
25 the course section in which the student is registered.

26 (3) After a regularly scheduled or independently scheduled course section begins, the
27 college shall provide a 75 percent refund upon the request of the student if the
28 student officially withdraws or is officially withdrawn by the college from the course
29 section prior to or on the ~~40 percent point~~ census date, as defined in 1G SBCCC
30 200.94(b)(C)(i) or 1G SBCCC 200.94(d)(C)(i), of the scheduled hours of the course
31 section. This sub-section applies to all course sections except those course

1 sections that begin and end on the same calendar day. Colleges shall not provide
2 a student a refund using State funds after the start of a course section that begins
3 and ends on the same calendar day.

4 (4) After a non-regularly scheduled course section begins, the college shall provide a
5 75 percent refund upon the request of the student if the student withdraws or is
6 withdrawn by the college from the course section prior to or on the 10th calendar
7 day after the start of the course section.

8

9 *History Note:* Authority G.S. 115D-5; G.S. 115D-39;

10 Eff. [May 16, 2014](#).

11 Amended Eff. [April 1, 2020](#).



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 200.94 Reporting of Student Hours in Membership for Continuing**
9 **Education Classes Course Sections**

10
11 (a) Definitions.

12 (1) Synchronous. Teaching method in which instructor(s) and students are engaging
13 in learning at the same time.

14 (2) Asynchronous. Teaching method that uses learning resources to facilitate
15 information sharing outside the constraints of time.

16 (3) Census Date. Date marking the end of the add/drop period for a course section.

17 ~~(b)-(a) Regularly Scheduled-Class~~ Course Sections.

18 (1) Definition of Regularly Scheduled-Class Course Section. A-class course section
19 is considered to be regularly scheduled if it meets all of the following criteria:

20 (A) Has an Aassigned definite beginning and ending time;

21 (B) Has Sspecific predetermined days and time the-class course section meets;

22 ~~(C) Specific schedule is included on the Institution Master Schedule or other official~~
23 ~~college documents;~~

24 (C) Students may enroll during the initial college registration period or at any time
25 prior to the census date of the course section.

26 (i) Census date shall be determined from the calculation of the total scheduled
27 course section hours divided by 10 (ten) and applying the rounded whole
28 number to the beginning hours of the course section; and

29 ~~(D) Class hours are assigned consistent with State Board approval and official~~
30 ~~college documents~~ The course section is consistent with course standards as
31 defined in 1D SBCCC 300.5(c).; and

1 (E) ~~Identified class time~~ Times and dates are the same for all students registered
2 for the ~~class~~ course section excluding clinical or work experience.

3 (i) ~~Classes~~ Course sections which have a regularly scheduled lecture section
4 and a non-regularly scheduled laboratory or clinical section will satisfy the
5 criteria. The census date ~~(10% point)~~ shall be determined from the regularly
6 scheduled portion of the ~~class~~ course section. Verification of student
7 participation in the laboratory or clinical section of the ~~class~~ course section
8 shall be available for review.

9 (ii) A student is considered absent if that student did not attend during the
10 specified times or days the ~~class~~ course section was scheduled to meet.

11 (2) Definition of Student Membership. A student is considered to be in ~~class~~ course
12 section membership when the student meets all of the following criteria:

13 (A) Enrolled as evidenced by payment of the applicable registration fees or
14 obtained a waiver consistent with 1E SBCCC Subchapter 800.

15 (B) Attended one or more ~~classes~~ scheduled dates within the course sections held
16 prior to or on the ~~10 percent point in~~ census date of the ~~class~~ course section as
17 defined in 1G SBCCC 200.94(b)(1)(C)(i); and

18 (C) Has not withdrawn or dropped the ~~class~~ course section prior to or on the ~~10~~
19 percent point census date of the ~~class~~ course section.

20 (3) Student Membership Hour. A student membership hour is one hour of scheduled
21 ~~class~~ course section or laboratory for which the student is enrolled. A college shall
22 provide a minimum of 50 minutes of instruction for each scheduled ~~class~~ course
23 section hour. A college shall not report more hours per student than the number
24 of ~~class~~ course section hours scheduled in official college documents. Colleges
25 shall not report more hours per student than the number of hours specified in the
26 instructor's contract.

27 (4) Calculation of Student Membership Hours for Regularly Scheduled ~~Classes~~
28 Course Sections. Student membership hours are obtained by multiplying the
29 number of students in membership at the ~~10 percent point in the class~~ census date
30 of the course section by the total number of hours the ~~class~~ course section is
31 scheduled to meet as stated in official college documents.

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

8 (c)~~(b)~~ ~~Non-Regularly Scheduled Classes~~ Course Sections.

9 (1) Definition of Non-Regularly Scheduled ~~Class~~ Course Section. A non-regularly
10 scheduled ~~class~~ may include any or all of the following: course section shall be
11 consistent with course standards as defined in 1D SBCCC 300.5(c). Any course
12 section that does not meet the definition of regularly scheduled pursuant to 1G
13 SBCCC 200.94(b)(1) or the definition of independently scheduled pursuant to 1G
14 SBCCC 200.94(d)(1) is considered a non-regularly scheduled course section. A
15 non-regularly scheduled course section may have any or all of the following
16 features:

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

19 (B) ~~A class~~ course section offered in a learning laboratory ~~type~~ setting (see
20 Subparagraph ~~(b)~~(c)(6) of this Rule for definition of learning laboratory);

21 (C) A self-paced ~~class~~ learning where the student progresses through the
22 instructional materials at the student's own pace and can complete the courses
23 as soon as the student has successfully met the educational objectives.

24 ~~Classes~~ Course sections offered as independent study are generally offered in
25 this manner;

26 (D) ~~A class in which a student~~ Students may enroll during the initial college
27 registration period or at any time during the semester; or

28 ~~(E) Any class not meeting all criteria for a regularly scheduled course section as~~
29 ~~shown in Subparagraph (a)(1) of this Rule, is considered to be a non-regularly~~
30 ~~scheduled class for reporting purposes. Note classes defined as non-traditional~~
31 ~~(see Paragraph (c) of this Rule) which are identified as a separate student hour~~

- 1 ~~reporting category are not subject to the provisions in Paragraph (b) of this~~
2 ~~Rule.~~
- 3 (2) Definition of Student Membership. A student is considered to be in class course
4 section membership when the student meets the following criteria:
- 5 (A) Enrolled as evidenced by payment of the applicable registration fees, or
6 obtained a waiver consistent with 1E SBCCC Subchapter 800; and
- 7 (B) Attended one or more ~~classes~~ scheduled dates within a course section.
- 8 (3) Definition of Student Contact Hour. A student contact hour is one hour of student
9 attendance in a ~~class~~ course section for which the student is in membership as
10 defined in Subparagraph ~~(b)~~(c)(2) of this Rule. Sixty minutes shall constitute an
11 hour.
- 12 (4) Calculation of Student Contact Hours for Non-Regularly Scheduled ~~Classes~~
13 Course Sections. For these ~~classes~~ course sections, actual time of ~~class~~ course
14 section attendance for each student determined to be in membership shall be
15 reported. Sixty minutes shall constitute an hour. Student contact hours for these
16 ~~classes~~ course sections are the sum of all the hours of actual student attendance
17 in a ~~class~~ course section in a given semester.
- 18 (5) Maintenance of Records of Student Contact Hours. Accurate attendance records
19 shall be maintained for each ~~class~~ course section. Attendance records shall be
20 signed by the instructor or lead instructor, verifying their accuracy, and shall be
21 maintained by the college until released from all compliance reviews as provided
22 in the Public Records Retention and Disposition Schedule for Institutions in the
23 Community College System. Student membership hours shall be summarized in
24 the Institution Class Report and certified by the president or designee.
- 25 (6) Learning Laboratory. Learning laboratory programs consist of self-instruction
26 using programmed text, audio-visual equipment, and other self-instructional
27 materials. A learning laboratory coordinator has the function of bringing the
28 instructional media and the student together on the basis of objective and
29 subjective evaluation and of counseling, supervising, and encouraging persons
30 working in the laboratory. Contact hours shall be calculated as noted in
31 Subparagraph ~~(b)~~(c)(4) of this Rule.

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

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

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

15 ~~(A) Determine the number of hours of instruction delivered via non-traditional~~
16 ~~delivery; and~~

17 ~~(B) Add the number of hours of class meetings.~~

18 ~~(d) The Adult High School Diploma work experience shall not exceed 160 hours per~~
19 ~~student.~~

20 (d) Course Section Identified as Independently Scheduled.

21 (1) A course section is considered independently scheduled if it meets all the following
22 criteria:

23 (A) A course section where definitive begin and end times are not defined.

24 (B) Instructional content is delivered asynchronously.

25 (C) A course section in which a student may enroll during the initial college
26 registration period or in which a student may be permitted to enroll at any time prior
27 to the census date of the course section.

28 (i) The census date shall be determined from the calculation of the total
29 scheduled course section hours divided by four (4) and applying the
30 rounded whole number from the end date of the course section. If the
31 calculated number equals one (1) or less than one (1) then the penultimate

1 date is the census date. No census date shall be applied on the end date of
2 the course section.

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

5 (A) Enrolled as evidenced by payment of the applicable registration fees or
6 obtained a waiver consistent with 1E SBCCC Subchapter 800.

7 (B) Accessed instructional content prior to or on the census date of the course
8 section as defined in 1G SBCCC 200.94(d)(1)(C)(i); and

9 (C) Has not withdrawn or dropped the course section prior to or on the census date
10 of the course section.

11 (3) Student Membership Hour. A student membership hour is one hour of scheduled
12 instructional content. A college shall not report more hours per student than the
13 number of course section hours scheduled in official college documents. Colleges
14 shall not report more hours per student than the number of hours specified in the
15 instructional contract.

16 (4) Calculation of Student Membership Hours. Student membership hours are
17 obtained by multiplying the number of students in membership at the census date
18 in the course section by the total number of instructional hours scheduled as stated
19 in official college documents.

20 (5) Maintenance of Records of Student Membership Hours. Accurate course content
21 participation records shall be maintained for each course section. Records shall
22 be signed by the instructor or lead instructor, verifying their accuracy, and shall be
23 maintained by the college until released from all compliance reviews as provided
24 in the Public Records Retention and Disposition Schedule for Institutions in the
25 Community College System. Student membership hours shall be summarized in
26 the Institution Class Report and certified by the president or designee.

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

29 *Amended Eff. _____*

30 *Eff. September 1, 1988;*

31 *Amended Eff. September 1, 1993;*

- 1 *Temporary Amendment Eff. June 1, 1997;*
- 2 *Amended Eff. [September 1, 2018](#); May 1, 2017; December 1, 2012; August*
- 3 *1, 2004; August 1, 2000; July 1, 1998.*
- 4 *Amended Eff. [April 1, 2020](#).*



STATE BOARD OF COMMUNITY COLLEGES

Public Comments

Proposed Amendment of 1G SBCCC 200.94- “Reporting of Student Hours in Membership for Continuing Education Classes” and Proposed Amendment of 1E SBCCC 900.2 – “Continuing Education Registration Fee Refunds” Comment Period Ending 20 February 2020

	Commenter	Page and Line Number	Public Comment	System Office Recommendation
1.	Surry CC Jerrie A. Cooper Coordinator of Division Services.	1G SBCCC 200.94 Page 5 Lines 19-30 Page 6 Lines 1-2	This email is to express a comment about the above referenced proposed amendments. I am concerned that, under this language, a student in an independently scheduled course could take 75% of that course’s content and still get a refund of tuition. 1G SBCCC 200.94 (d) Course Section Identified as <u>Independently Scheduled</u> . (1) A course section is considered independently scheduled if it meets all the following criteria: (A) A course section where definitive begin and end times are not defined. (B) Instructional content is delivered asynchronously. (C) A course section in which a student may enroll during the initial college registration period or in which a student may be permitted to enroll at any time prior to the census date of the course section. (i) The census date shall be determined from the calculation of the total scheduled course section hours divided by four (4) and applying the rounded whole number from the end date of the course section.	The System Office does not recommend changing the rule. The System Office agrees with the commenter that it is possible that a student could take 75% of a course’s content and still get a 75% refund of tuition. However, the language is intended to give colleges the flexibility to provide online coursework and to report student hours in these courses as membership hours rather than contact hours, based on a standard formula. The System Office believes that the risk of a student requesting a refund is low and could be mitigated by how content is released in the online environment. Colleges still retain the option to provide



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				these courses on a self-supporting basis or to report student hours on a contact hour basis.
2.	Surry CC Jerrie A. Cooper Coordinator of Division Services.	1E SBCCC 900.2 Page 1 lines 19-30	1E SBCCC 900.2 Continuing Education Registration Fee Refunds (b) Unless otherwise required by law, community colleges shall not issue a registration fee refund using State funds except under the following circumstances: [...] (3) After a regularly scheduled or independently scheduled course section begins, the college shall provide a 75 percent refund upon the request of the student if the student officially withdraws or is officially withdrawn by the college from the course section prior to or on the census date, as defined in 1G SBCCC 200.94(b)(C)(i) or 1G SBCCC 200.94(d)(C)(i), of the scheduled hours of the course section. This sub-section applies to all course sections except those course sections that begin and end on the same calendar day. Colleges shall not provide a student a refund using State Funds after the start of a course section that begins and ends on the same calendar day. Thank you, <i>Jerrie A. Cooper</i> Surry Community College	



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	Commenter	Page and Line Number	Public Comment	System Office Recommendation
			Coordinator of Division Services Workforce, Technologies, & Community Education 630 South Main Street Dobson, NC 27017 Phone: (336) 386-3211 Fax: (336) 386-3691 cooperj@surry.edu	
3.	CPCC Kelly Horton, Executive Director of Compliance and Audit	1G SBCCC 200.94 Page 5 Line 30	Commenter expressed confusion over use of the word “penultimate.”	System Office recommends changing this word to “next to last.”