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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.

1 (3) “Annual Reporting Period”.

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

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

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

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

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

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

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

19 *Eff. September 1, 1993;*

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

21 *Amended Eff. May 1, 2017; December 1, 2012; July 1, 1998.*

22
 23 **1G SBCCC 100.98 RESERVED FOR FUTURE CODIFICATION**

24
 25 **1G SBCCC 100.99 Budget FTE Funding**

26 (a) All student membership hours generated by the college for a given class shall be
 27 counted for budget FTE purposes provided 100 percent of the instructional cost is paid
 28 from college funds (funds budgeted through the college's budget including State
 29 Current, County Current, or College Funds). These provisions apply to all instructional
 30 contracts which generate budget FTE including Basic Skills classes. For purpose of

1 this Rule, instructional cost includes the salary of the instructor(s) as well as fringe
2 benefits, supplies, materials, and travel paid from college funds. College-sponsored
3 instruction shall not supplant existing training which may take place without the
4 college's involvement. Following are Rule applications:

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

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

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

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

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

27
28 *History Note: Authority G.S. 115D-5; 115D-31; 115D-58.5; S.L. 2001, c. 424, s.*
29 *30.3(b),(e);*
30 *Eff. September 1, 1988;*

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

3 *Temporary Amendment Eff. November 1, 1993 for a period of 180 days*
 4 *or until the permanent rule becomes effective, whichever is sooner;*

5 *Amended Eff. June 1, 1994; September 1, 1993;*

6 *Temporary Amendment Eff. October 4, 2001;*

7 *Amended Eff. December 1, 2012; May 1, 2009; April 1, 2003.*

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

10 **1G SBCCC 200.1 General Provisions**

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

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

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

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

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

1 agreement shall prorate the number of FTE reported consistent with the provisions of
2 the agreement and the rules of this Chapter.

3
4 History Note: Authority G.S. 115D-5;

5 Eff. May 1, 2017.
6

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

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

1 Also, note ~~1G SBCCC 200.99~~ which identifies the reporting periods for submission
2 of Institution Class Reports.

3 (b) Regularly Scheduled Classes.

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

5 (A) assigned definite beginning and ending time;

6 (B) specific days the class meets is predetermined;

7 (C) specific schedule is included on the Institution Master Schedule or other official
8 college documents;

9 (D) class hours are assigned consistent with college catalog and curriculum
10 standard requirements; and

11 (E) identified class time and dates are the same for all students registered for the
12 class excluding clinical or cooperative work experience;

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

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

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

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

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

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

26 (3) Definition of a Student Membership Hour. A student membership hour is one hour
27 of scheduled class or laboratory for which the student is enrolled. A college shall
28 provide a minimum of 50 minutes of instruction for each scheduled class hour. A
29 college shall provide sufficient time between classes to accommodate students
30 changing classes. A college shall not report more hours per student than the

1 number of class hours scheduled in the approved curriculum program of study
2 compliance document.

3 (4) Calculation of Student Membership Hours for Regularly Scheduled Classes.

4 Student membership hours are obtained by multiplying the number of students in
5 membership at the 10 percent point in the class by the total number of hours the
6 class is scheduled to meet for the semester as stated in the college catalog and
7 the approved curriculum program of study compliance document (see 1D SBCCC
8 400.97(4)).

9 (5) Maintenance of Records of Student Membership Hours. Accurate attendance

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

20 (c) Non Regularly Scheduled Classes.

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

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

23 (B) a class offered in a learning laboratory type setting (see 1G SBCCC
24 200.94(b)(6) for definition of learning laboratory);

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

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

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

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

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

14 (B) attended one or more classes.

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

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

26 (5) Maintenance of Records of Student Contact Hours. Accurate attendance records
27 shall be maintained for each class of the nature described in this Rule through the
28 entire semester. Attendance records shall be signed by the instructor or lead
29 instructor, verifying their accuracy, and shall be maintained by the college until
30 released from all ~~audits~~ compliance reviews (see the Public Records Retention &

1 Disposition Schedule for Institutions in the Community College System). Student
2 contact hours shall be summarized in the Institution's Class Report and certified
3 by the president or designee.

4 (d) Skills Laboratory or Computer Tutorial Laboratory. Individualized instructional
5 laboratories are similar to learning laboratories (see 1G SBCCC 200.94(b)(6)) except
6 the participants are curriculum students. Skills labs or computer tutorial labs are
7 remedial or developmental in nature and intended for students who are experiencing
8 academic difficulty in a particular curriculum course. A skills laboratory instructor shall
9 be qualified in the single subject area of the skills laboratory. A computer tutorial
10 laboratory coordinator need not be qualified in any of the subject area(s) provided in
11 a computer tutorial laboratory. Student contact hours may be reported for budget/FTE
12 when students are required by their instructor to attend either of the laboratories for
13 remedial or developmental work and when the skills laboratory instructors or computer
14 tutorial coordinators are paid with curriculum instructional funds.

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

18 (2) Homework assignments shall not be reported for budget/FTE. (See 1G SBCCC
19 200.95(a)).

20 (3) Calculation of Student Contact Hours for Skills Laboratory or Computer Tutorial
21 Laboratory. For these classes, actual time of class attendance shall be reported;
22 60 minutes shall constitute an hour. Student hours generated for these types of
23 classes are the sum of all the hours of actual student attendance in a class in a
24 given semester.

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

26 (1) Definition. Due to the methodology by which instruction is delivered, non traditional
27 delivery classes are not consistent with the definitions of regularly scheduled or
28 non regularly scheduled classes described in this Rule. Non traditional delivery
29 classes are defined as those classes which are offered through media such as

1 internet, telecourses, videocassette and other electronic media excluding classes
2 offered via the North Carolina Information Highway.

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

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

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

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

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

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

28 (B) These classes shall be specified in the approved curriculum of the college
29 consistent with the applicable curriculum standard (see 1D SBCCC
30 400.97(3)(a)(ii)(D)).

1 (C) The college shall maintain documentation of all student work experience hours.
 2 (3) Clinical Practice. Curriculum clinical practice, as defined in 1G SBCCC 100.1,
 3 refers to clinical experience in health occupation programs which shall earn
 4 budget/FTE at the 100 percent rate for student membership hours. These classes
 5 shall be consistent with the curriculum standards set forth in 1D SBCCC 400.97.
 6 The maximum membership hours in a clinical experience which may be reported
 7 per student in a given semester is 640. These classes shall be supervised by
 8 college instructors who are qualified to teach in the particular program and are paid
 9 with college instructional funds. These classes may be located in one or more
 10 sites.

11
 12 *History Note: Authority G.S. 115D-5; S.L. 1995, c. 625;*

13 *Eff. September 30, 1977;*

14 *Amended Eff. July 24, 1978;*

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

17 *Emergency Amendment Made Permanent With Change Eff. December 8,*
 18 *1978;*

19 *Amended Eff. September 1, 1993; September 1, 1988; September 1, 1985;*
 20 *November 1, 1983;*

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

22 *Amended Eff. May 1, 2017; December 1, 2012; August 1, 2004; August 1,*
 23 *2000; July 1, 1998.*

24
 25 **1G SBCCC 200.94 Reporting of Student Hours in Membership for Continuing**
 26 **Education Classes**

27 (a) Regularly Scheduled Classes.

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

30 (A) Assigned definite beginning and ending time;

- 1 (B) Specific predetermined days and time the class meets;
- 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 State Board approval and official
- 5 college documents; and
- 6 (E) Identified class time and dates are the same for all students registered for the
- 7 class excluding clinical or work experience:
- 8 (i) Classes which have a regularly scheduled lecture section and a
- 9 non-regularly scheduled laboratory section will satisfy the criteria. The
- 10 census date (10% point) shall be determined from the regularly scheduled
- 11 portion of the class. Verification of student participation in the laboratory
- 12 section of the class shall be available for review; or
- 13 (ii) A student is considered absent if that student did not attend during the
- 14 specified times or days the class was scheduled to meet.
- 15 (2) Definition of Student Membership. A student is considered to be in class
- 16 membership when the student meets all of the following criteria:
- 17 (A) Enrolled as evidenced by payment of the applicable registration fees, or
- 18 obtained a waiver as defined in Paragraph (a) of Rule 1E SBCCC 400.99
- 19 consistent with 1E SBCCC 800.
- 20 (B) Attended one or more classes held prior to or on the 10 percent point in the
- 21 class; and
- 22 (C) Has not withdrawn or dropped the class prior to or on the 10 percent point of
- 23 the class.
- 24 (3) Student Membership Hour. A student membership hour is one hour of scheduled
- 25 class or laboratory for which the student is enrolled. A college shall provide a
- 26 minimum of 50 minutes of instruction for each scheduled class hour. A college
- 27 shall not report more hours per student than the number of class hours scheduled
- 28 in official college documents. Colleges shall not report more hours per student
- 29 than the number of hours specified in the instructor's contract.

1 (4) Calculation of Student Membership Hours for Regularly Scheduled Classes.
2 Student membership hours are obtained by multiplying the number of students in
3 membership at the 10 percent point in the class by the total number of hours the
4 class is scheduled to meet as stated in official college documents.

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

12 (b) Non-Regularly Scheduled Classes.

13 (1) Definition of Non-Regularly Scheduled Class. A non-regularly scheduled class
14 may include any or all of the following:

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

16 (B) A class offered in a learning laboratory type setting (see Subparagraph (b)(6)
17 of this Rule for definition of learning laboratory);

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

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

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

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 registration fees, or
4 obtained a waiver ~~as defined in Paragraph (a) of Rule 1E SBCCC 400.99~~
5 consistent with 1E SBCCC 800; and

6 (B) Attended one or more classes.

7 (3) Definition of Student Contact Hour. A student contact hour is one hour of student
8 attendance in a class for which the student is in membership as defined in
9 Subparagraph (b)(2) of this Rule. Sixty minutes shall constitute an hour.

10 (4) Calculation of Student Contact Hours for Non-Regularly Scheduled Classes. For
11 these classes, actual time of class attendance for each student determined to be
12 in membership shall be reported. Sixty minutes shall constitute an hour. Student
13 contact hours for these classes are the sum of all the hours of actual student
14 attendance in a class in a given semester.

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

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

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

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

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

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

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

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

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

28 (2) Work Experience. Work experience for extension courses shall earn budget/FTE
29 at the 100 percent rate for student membership hours, as required by a licensing
30 agency or accrediting body. These classes shall be coordinated by college

1 personnel paid with college instructional funds and may be located in one or more
2 sites.

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

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

12
13 *History Note: Authority G.S. 115D-5; S.L. 1995, c. 625;*

14 *Eff. September 1, 1988;*

15 *Amended Eff. September 1, 1993;*

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

17 *Amended Eff. May 1, 2017; December 1, 2012; August 1, 2004; August*
18 *1, 2000; July 1, 1998.*

19
20 **1G SBCCC 200.95 Limitations in Reporting Student Membership Hours**

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

22 (1) Conferences or visits.

23 (2) Seminars or Meetings.

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

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

27 (5) Unsupervised classes.

28 (6) Proficiency or challenge exams except that the actual time required to take the
29 exam may be counted in membership; students shall be registered in the class

1 consistent with Paragraph (a) of Rules ~~1E SBCCC 300.99 and 1E SBCCC 900.99~~
 2 1E SBCCC 300 or 1E SBCCC 400.

3 (7) Homework assignments.

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

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

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

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

14
 15 *History Note: Authority G.S. 115D-5;*

16 *Eff. September 1, 1988;*

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

19 *Amended Eff. September 1, 1993;*

20 *Temporary Amendment Eff. November 1, 1993, for a period of 180 days*
 21 *or until the permanent rule becomes effective, whichever is sooner;*

22 *Amended Eff. May 1, 2017; February 1, 2015; December 1, 2012; April*
 23 *1, 2010; June 1, 2008; April 1, 1997; June 1, 1994.*

24
 25 **1G SBCCC 200.96 Training for Public Safety Agencies**

26 (a) Training for Public Law Enforcement Agencies.

27 (1) When a college is an accredited and designated direct delivery agency for initial
 28 certification training for public law enforcement agencies and funds 50% or greater
 29 of the instructional cost and the school director's salary, the college shall report the
 30 hours generated from the instruction for full budget FTE when the training is

1 delivered in accordance with all other budget FTE and program requirements. For
2 the purposes of this Subparagraph, the college shall supervise the school director
3 and instructors. The college must also maintain full authority and control over the
4 curriculum. Enrollment for any training course shall be open to all students who
5 satisfy any course prerequisites, and who meet the requirements for admission of
6 trainees imposed by the NC Criminal Justice Education and Training Standards
7 Commission in 12 NCAC 09B .0203. Enrollment shall not be limited or restricted
8 to the members, employees, associates, or trainees of any direct delivery agent or
9 agents unless required by the NC Criminal Justice Education and Training
10 Standards Commission.

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

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

19 (i) confirm that the public law enforcement agency does not have the funds to
20 provide the training;

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

22 (iii) list the courses to be taught;

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

24 (v) be signed by the president or the president's designee, and the senior
25 official of the public law enforcement agency.

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

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

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

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

18 (2) When a public fire and rescue agency external to a college is the designated direct
19 delivery agency for initial certification training, the college may deliver a maximum
20 of 25% of the total program hours and shall receive full budget FTE for the hours
21 generated. A college shall not receive any state funds for hours generated above
22 25% of the total program hours.

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

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

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

29 (iii) list the courses to be taught;

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

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

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

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

13 (c) Training for Emergency Medical Services Agencies.

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

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

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

3 The agreement shall:

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

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

7 (iii) list the courses to be taught;

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

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

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

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

21
22 *History Note: Authority G.S. 115D-5;*

23 *Eff. August 1, 2004;*

24 *Amended Eff. May 1, 2017; June 1, 2008.*

25
26 **1G SBCCC 200.97 Human Resources Development Program Continuation**

27 Each college shall operate a Human Resources Development (HRD) program to provide
28 assessment services, employability training, and career development counseling to
29 unemployed and underemployed individuals. FTE shall be generated from HRD

1 programs. Each college shall provide HRD instruction and support necessary for
 2 unemployed and dislocated workers to be served within the college service areas.

3
 4 *History Note: Authority G.S. 115D-5;*
 5 *Eff. November 1, 2005.*

6
 7 **1G SBCCC 200.98 Customized Training Program**

8 (a) Local colleges shall provide customized training programs for companies
 9 experiencing job growth, productivity enhancement needs, or creating technology
 10 investment to support the economic development of the State. Training programs for
 11 these companies shall be administered by the local college, with consultation and
 12 assistance from the department's System Office Economic Development staff.

13 (b) State funds are appropriated to the North Carolina Community College System office
 14 in a separate line to support the Customized Training Program. These funds shall be
 15 used only to support companies experiencing job growth, productivity enhancement
 16 or technology investment.

17
 18 *History Note: Authority G.S. 115D-5;*
 19 *Eff. February 1, 1976;*
 20 *Readopted Eff. January 5, 1978;*
 21 *Amended Eff. July 1, 2009; September 1, 1993; December 1, 1984.*

22
 23 ~~**1G SBCCC 200.99 REPORTING STUDENT MEMBERSHIP HOURS TO THE**~~
 24 ~~**DEPARTMENT**~~

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

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

29 ~~(A) Period 1 - (Spring Period): January 1 - May 15;~~

30 ~~(B) Period 2 - (Summer Period): May 16 - August 14;~~

1 ~~(C) — Period 3 — (Fall Period): August 15 — December 31.~~

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

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

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

8 ~~and~~

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

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

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

21 ~~REPEALED by the State Board of Community Colleges, eff. 1 May 2017.~~

22
 23 ~~*History Note: Authority G.S. 115D-5; 115D-31; 115D-58.5; S.L. 1995, c. 625;*~~

24 ~~*Eff. September 1, 1988;*~~

25 ~~*Temporary Amendment Eff. June 1, 1997;*~~

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

27 ~~*Repeal Eff. May 1, 2017.*~~