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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. June 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.*

8  
9           **SUBCHAPTER 200.   FTE REPORTING CATEGORIES/CRITERIA**

10  
11       **1G SBCCC 200.1   General Provisions**

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

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

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

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

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

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. June 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. June 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. June 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 ~~(b)(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 ~~(c)(d)~~ Educational programs offered in a correctional department setting shall report  
 13 full-time 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. [June 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. June 1, 2017; June 1, 2008.*

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

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

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

**1G SBCCC 200.98 Customized Training Program**

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

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

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

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

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

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

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

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

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

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

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

7           ~~and~~

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

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

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

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

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

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

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

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

26           ~~*Repeal Eff. June 1, 2017.*~~

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