



**State Board of Community Colleges Code
TITLE 1 – COMMUNITY COLLEGES**

CHAPTER G. FULL-TIME EQUIVALENT (FTE)

SUBCHAPTER 200. FTE REPORTING CATEGORIES/CRITERIA

1G SBCCC 200.94 Reporting of Student Hours in Membership for Continuing Education Classes

(a) Regularly Scheduled Classes.

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

- (A) Assigned definite beginning and ending time;
- (B) Specific predetermined days and time the class meets;
- (C) Specific schedule is included on the Institution Master Schedule or other official college documents;
- (D) Class hours are assigned consistent with State Board approval and official college documents; and
- (E) Identified class time and dates are the same for all students registered for the class excluding clinical or work experience.

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

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

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

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

- 1 (B) Attended one or more classes held prior to or on the 10 percent point in the
2 class; and
- 3 (C) Has not withdrawn or dropped the class prior to or on the 10 percent point of
4 the class.
- 5 (3) Student Membership Hour. A student membership hour is one hour of scheduled
6 class or laboratory for which the student is enrolled. A college shall provide a
7 minimum of 50 minutes of instruction for each scheduled class hour. A college
8 shall not report more hours per student than the number of class hours scheduled
9 in official college documents. Colleges shall not report more hours per student
10 than the number of hours specified in the instructor's contract.
- 11 (4) Calculation of Student Membership Hours for Regularly Scheduled Classes.
12 Student membership hours are obtained by multiplying the number of students in
13 membership at the 10 percent point in the class by the total number of hours the
14 class is scheduled to meet as stated in official college documents.
- 15 (5) Maintenance of Records of Student Membership Hours. Accurate attendance
16 records shall be maintained for each class. Attendance records shall be signed by
17 the instructor or lead instructor, verifying their accuracy, and shall be maintained
18 by the college until released from all compliance reviews as provided in the Public
19 Records Retention & Disposition Schedule for Institutions in the Community
20 College System. Student membership hours shall be summarized in the
21 Institution's Class Report and certified by the president or designee.
- 22 (b) Non-Regularly Scheduled Classes.
- 23 (1) Definition of Non-Regularly Scheduled Class. A non-regularly scheduled class
24 may include any or all of the following:
- 25 (A) A class where a definitive beginning and ending time is not determined;
- 26 (B) A class offered in a learning laboratory type setting (see Subparagraph (b)(6)
27 of this Rule for definition of learning laboratory);
- 28 (C) A self-paced class where the student progresses through the instructional
29 materials at the student's own pace, and can complete the courses as soon as

- 1 the student has successfully met the educational objectives. Classes offered
2 as independent study are generally offered in this manner;
- 3 (D) A class in which a student may enroll during the initial college registration
4 period or in which a student may be permitted to enroll at any time during the
5 semester; or
- 6 (E) Any class not meeting all criteria for a regularly scheduled class as shown in
7 Subparagraph (a)(1) of this Rule, is considered to be a non-regularly scheduled
8 class for reporting purposes. Note classes defined as non-traditional (see
9 Paragraph (c) of this Rule) which are identified as a separate student hour
10 reporting category are not subject to the provisions in Paragraph (b) of this
11 Rule.
- 12 (2) Definition of Student Membership. A student is considered to be in class
13 membership when the student meets the following criteria:
- 14 (A) Enrolled as evidenced by payment of the applicable registration fees, or
15 obtained a waiver consistent with 1E SBCCC Subchapter 800; and
- 16 (B) Attended one or more classes.
- 17 (3) Definition of Student Contact Hour. A student contact hour is one hour of student
18 attendance in a class for which the student is in membership as defined in
19 Subparagraph (b)(2) of this Rule. Sixty minutes shall constitute an hour.
- 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. Sixty minutes shall constitute an hour. Student
23 contact hours for these classes are the sum of all the hours of actual student
24 attendance in a class in a given semester.
- 25 (5) Maintenance of Records of Student Contact Hours. Accurate attendance records
26 shall be maintained for each class. Attendance records shall be signed by the
27 instructor or lead instructor, verifying their accuracy, and shall be maintained by
28 the college until released from all compliance reviews as provided in the Public
29 Records Retention and Disposition Schedule for Institutions in the Community

1 College System. Student membership hours shall be summarized in the Institution
2 Class Report and certified by the president or designee.

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

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

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

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

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

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

27 (d) The Adult High School Diploma work experience shall not exceed 160 hours per
28 student.

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

- 1 *Eff. September 1, 1988;*
- 2 *Amended Eff. September 1, 1993;*
- 3 *Temporary Amendment Eff. June 1, 1997;*
- 4 *Amended Eff. [September 1, 2018](#); May 1, 2017; December 1, 2012;*
- 5 *August 1, 2004; August 1, 2000; July 1, 1998.*
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