



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*R. Scott Ralls, Ph.D.*

*President*

24 November 2014

**IMPORTANT INFORMATION**

**MEMORANDUM**

**TO:** Members of the State Board of Community Colleges, Community College Presidents, Boards of Trustees Chairs, Community College Chief Academic Officers, Chief Admissions Officers, Business Officers, Chief Financial Officers, Continuing Education Officers, Financial Aid Officers, Student Development Administrators, Public Information Officers, Registrars & Other Interested Parties

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

**RE: Proposed Amendment of 1G SBCCC 200.95 – “Limitations in Reporting Student Membership Hours”**

The State Board of Community Colleges (“SBCC”) has initiated the rulemaking process to amend the following rule:

**1G SBCCC 200.95 – “Limitations in Reporting Student Membership Hours”**

The State Board of Community Colleges proposes to amend this rule in order to remove language that is now addressed in the course repeat policy. **The proposed amendments are published on the NC Community College System's website, [www.nccommunitycolleges.edu](http://www.nccommunitycolleges.edu), under "State Board Code."** For your convenience, a copy of the proposed rules, with the changes indicated, is attached to this memorandum. Please post a copy of the proposed rules in prominent places so that all individuals affected by the proposed changes will be informed.

Any member of the public has the right to submit written comments on the proposed rules. **Written comments on the rules must be received by no later than 5:00 p.m. on December 24, 2014.** Any member of the public has the right to request a hearing on the proposed rules. **Requests for a hearing must be received by no later than 5:00 p.m. on December 9, 2014.** Written comments and requests for hearing shall be directed to the following address: Q. Shanté Martin, 200 W. Jones Street, 5001 Mail Service Center, Raleigh, NC 27699-5001 or by email to [publiccomments@nccommunitycolleges.edu](mailto:publiccomments@nccommunitycolleges.edu). Thank you for your attention to this matter.

**CC14-040  
E-mail Copy**

Attachments



# State Board of Community Colleges Code

## Notice of Proposed Rulemaking Form

Date: 24 November 2014

|   |   |
|---|---|
| <b>Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed</b> | Amend 1G SBCCC 200.95 – “Limitations in Reporting Student Membership Hours” |
|---|---|

Specify whether the SBCC proposes to adopt amend, or repeal a rule:

| <b>Adopt</b><br>(new rule) | <b>Amend</b><br>(change existing rule) | <b>Repeal</b><br>(delete entire rule) |
|----------------------------|--|---------------------------------------|
| <input type="checkbox"/>   | <input checked="" type="checkbox"/>    | <input type="checkbox"/>              |

|  |  |
|--|--|
| <b>Rationale for proposed adoption, amendment or repeal:</b> | This rule was put into place in 1993 (20 years ago) when there were no clear standards for classifying a course as occupational extension or community service/personal enrichment. After the implementation of the course repeat policy, there have been policies put in place to eliminate the concerns that prompted the need for the policy. |
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|  |               |
|--|---------------|
| <b>Proposed Effective Date of Rule</b> | March 1, 2015 |
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1 **State Board of Community Colleges Code**

2  
3 **TITLE 1 – COMMUNITY COLLEGES**

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

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

8  
9 **1G SBCCC 200.95 Limitations in Reporting Student Membership Hours**

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

11 (1) Conferences or visits.

12 (2) Seminars or Meetings.

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

14 (4) Enrollment of high school students not in compliance with 1D SBCCC 400.2 and 1D  
15 SBCCC 200.95.

16 (5) Unsupervised classes.

17 (6) Proficiency or challenge exams except that the actual time required to take the exam may  
18 be counted in membership; students shall be registered in the class consistent with  
19 Paragraph (a) of Rules 1E SBCCC 300.99 and 1E SBCCC 900.99.

20 (7) Homework assignments.

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

22 ~~(9) Effective July 1, 1993, no budget/FTE shall be generated by occupational extension~~  
23 ~~students after their first repetition of an occupational extension course. Students who take~~  
24 ~~an occupational extension course more than twice within a five year period shall pay their~~  
25 ~~cost for the course based on the amount of funds generated by a student membership hour~~  
26 ~~for occupational extension multiplied by the number of actual hours the class is to be~~  
27 ~~taught. These students shall not generate budget/FTE. The funds collected from these~~  
28 ~~students shall be used by the colleges to offer additional educational courses. This~~  
29 ~~Subparagraph does not apply to fire, rescue, or law enforcement training courses taken by~~  
30 ~~fire, rescue, or law enforcement personnel.~~

1 ~~(b) — A statement on occupational extension course repetitions consistent with the requirements~~  
2 ~~of this rule shall be included in college advertisements, schedules and catalogs. Students shall be~~  
3 ~~notified during registration that they will be charged the full cost of courses which they have taken~~  
4 ~~twice within a five-year period and in which they wish to enroll. Students shall be~~  
5 ~~primarily responsible for monitoring course repetitions; however, the colleges shall review records~~  
6 ~~and charge students full cost for courses taken more than twice.~~

7 ~~(c) — Senior citizens who are legal residents of North Carolina and who wish to enroll in an~~  
8 ~~occupational extension course, shall not be required to pay for taking the course twice. Senior~~  
9 ~~citizens who take an occupational extension course more than twice within a five-year period shall~~  
10 ~~pay their cost for the course based on the amount of funds generated by a student membership hour~~  
11 ~~for occupational extension multiplied by the number of actual hours the class is to be taught. These~~  
12 ~~senior citizens shall not generate budget/FTE. The funds collected from these senior citizens shall~~  
13 ~~be used by the colleges to offer additional educational courses.~~

14 ~~(d) — Students may repeat occupational extension courses more than once if the repetitions are~~  
15 ~~required for certification, licensure, or recertification. The colleges shall submit annual reports to~~  
16 ~~the State Board of Community Colleges naming the students and the certification, licensure or~~  
17 ~~recertification requirements that necessitated the repetition.~~

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

21 ~~(f)~~(c) Occupational extension instruction shall not be offered in sheltered workshops and adult  
22 developmental activity centers (ADAP) except sheltered workshops and ADAP centers may  
23 contract with the community college to provide occupational extension courses on a  
24 self-supporting basis.

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

27  
28 *History Note: Authority G.S. 115D-5;*

29 *Eff. September 1, 1988;*

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

1                    *Amended Eff. September 1, 1993;*  
2                    *Temporary Amendment Eff. November 1, 1993, for a period of 180 days or until*  
3                    *the permanent rule becomes effective, whichever is sooner;*  
4                    *Amended Eff. March 1, 2015; December 1, 2012; April 1, 2010; June 1, 2008;*  
5                    *April 1, 1997; June 1, 1994.*

DRAFT