



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans, President

22 October 2019

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, Basic Skills Directors, Business Officers, Continuing Education Officers, Chief Financial Officers, Financial Aid Officers, Public Information Officers, Registrars, Student Development Administrators, & Other Interested Parties
- FROM:** Jonathan R. Harris, *NCCCS General Counsel*
- RE:** **Amendment of 1G SBCCC 200.1 - General Provisions**

On 18 October 2019, the State Board of Community Colleges voted to amend **1G SBCCC 200.1 - General Provisions**. This amendment addresses options for colleges to make up instructional hours due to adverse weather.

The rule will be effective 1 November 2019. The new rule will be published on the NC Community College System's website, www.nccommunitycolleges.edu/sbcccode. For your convenience, a copy of the rule in its final form is attached to this memorandum.

**CC19-058
E-mail Copy**

Attachment



1 **State Board of Community Colleges Code**

2 **TITLE 1. COMMUNITY COLLEGES**

3
4 **CHAPTER G. FULL-TIME EQUIVALENT (FTE)**

5
6 **SUBCHAPTER 200. FTE REPORTING CATEGORIES/CRITERIA**

7
8 **1G SBCCC 200.1 General Provisions**

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

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

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

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

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

29 (c) Making Up Instructional Hours Due to Adverse Weather. A college is responsible for
30 delivering instruction to meet the learning outcomes of each course it provides. If it is
31 not possible to reschedule all class hours missed due to adverse weather, the

1 instruction may be made up by other alternatives included in the college's adverse
2 weather policy, such as online instruction and alternative assignments. The college
3 must maintain documentation of how instruction was rescheduled or otherwise made
4 up until released from all compliance reviews.

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

7 *Eff. [May 1, 2017](#)*

8 *Temporary Amendment Eff. [October 19, 2018](#); Temporary Amendment*

9 *Expired. April 17, 2019;*

10 *Amended Eff. [November 1, 2019](#)*