

December 21, 1998

TO: Deans and Directors of Continuing Education

FROM: Bill Cole, Director
Program Audits

SUBJECT: Clarification of Continuing Education Topics

Offered below for your information and review are clarifications of two continuing education topics which periodically arise. The two topics are discussed below:

- A. Questions often develop regarding individual student schedule overlaps for continuing education classes reported on a membership hour basis. The basis for membership hour reporting is the assumption that students are scheduled to attend all class meetings and therefore hours may be reported for the entire class if the student is in membership at the census date. The reporting of students in membership in two or more classes when any portion of the respective schedules for the classes overlap traditionally has not been allowed. In this situation, most colleges have reported a given student in only one class when overlaps occurred; however some colleges have manually deducted the hours in overlap if the student had otherwise completed course requirements. Obviously, there is a need for consistency for reporting student hours in this situation.

Most scheduling overlaps occur in classes involving certification such as Emergency Medical Services (EMS), Fire, and Law Enforcement where students may meet course certification requirements even though one or more class dates overlap.

This issue has been reviewed by System Office staff with the North Carolina Community College Adult Education Association and a position has been developed. When continuing education course schedule overlaps are identified involving regularly scheduled classes in *Emergency Medical Services, Fire, and Law Enforcement*, the college may utilize either of the following methods for reporting student membership hours. When overlaps occur which do not involve these groups of classes, the college must utilize option one. The two options are discussed below:

CC-98-362

1. A student enrolls in two continuing education classes which have a portion(s) of the scheduled classes which have "overlaps". The college counts the student as being in membership in only one class. The college determines the class in which the student is counted in membership and hours are reported for the entire class if the student is in membership at the census date.

-or-

2. Similar situation as noted in (1) above except overlap situation occurs for Emergency Medical Services, Fire, and Law Enforcement classes. In this situation, the college counts the student as being in membership in two or more overlapping classes, and deducts the hours which actually overlap. This is accomplished by initially reporting the student in the overlapping classes and then making an adjustment to the hours reported. If this option is selected, the college must keep detailed records to indicate that an adjustment was made to the hours reported. The adjustment should also be noted on the class attendance record. The college is responsible for documenting that students have met course requirements if questions arise concerning certification or transcript accuracy.

Colleges are reminded that every attempt should be made to avoid registering students for classes which overlap. Occupational extension classes that are scheduled on a membership hour basis are designed for all students meeting the same dates and same schedule. In order to avoid conflict situations, coordinating in scheduling between directors is necessary so that course schedules which create scheduling overlap may be adjusted to prevent course overlap situations. Software is available which identifies course scheduling overlaps.

- B. During a review of records for continuing education, it was noted that a college had offered a number of classes in SAT preparation which were comprised entirely of high school students. It was also noted that these classes were offered as self-supporting and were conducted throughout the year. 23 NCAC 2C.0305 states in pertinent part, that "colleges shall not start classes, . . . for high school students." It also states that "A college may make available to persons of any age non-credit, non-remedial, enrichment courses during the summer period. These courses shall be self-supporting and shall not earn credit toward a diploma, certificate, or degree at the college or high school."

At this point, the System Office position is that any course, including self-supporting, consisting of more than fifty percent high school students is considered to be a class started "for high school students" and that it is not appropriate for the colleges to offer courses with the above student composition (except during the summer term).

Deans and Directors of Continuing Education
December 21, 1998
Page 3

A policy change for courses of this nature permitted under the above policy is under consideration. A new position, if adopted, will require an administrative code change. Academic and Student Services Division is initiating the rule change process. Regardless of the position taken, students under the age of 16 cannot be enrolled in self-supporting classes except summer term as per the above policy.

Please contact me if you have questions about the above information.

c: Presidents
Chief Instructional Officers

CC-98-362