



North Carolina
Community College System

Internal Audit (XPA) Reports XPAQ – Overlap Report

Business System Analysts
Compliance Services Team
December 12, 2023

Gentle Reminder

Please make sure all official attendance rosters (CU, CE, and CCR) are signed by the instructor.

References

- 1G SBCCC 200.93 Reporting of Student Hours in Membership for Curriculum Classes
- 1G SBCCC 200.94 Reporting of Student Hours in Membership for Continuing Education Course Sections

XPA Academic Term Reporting Period

Reports must be generated based on established term dates:

- Spring Term (Period 1): January 1 through May 15
- Summer Term (Period 2): May 16 through August 14
- Fall Term (Period 3): August 15 through December 31



Generate and review XPA reports on or after the last day of the period.

Reference

1G SBCCC 100.1 Definitions

Report Run Date Examples

Correct Report Dates

Report Period 01/01/23 To 05/15/23							
Section Number	Section Name	Section Title	Days	Time	Start Date	End Date	
206193	MAT-143-0D03	Quantitative Literacy	MW	12:00PM-12:50PM	01/09/23	05/10/23	
206193	MAT-143-0D03	Quantitative Literacy	MTWTHF	-	01/09/23	05/10/23	
205172	COM-120-2001	Intro Interpersonal Com	M	12:00PM-02:50PM	03/09/23	05/10/23	
205172	COM-120-2001	Intro Interpersonal Com	MTWTHF	-	03/09/23	05/10/23	
210669	EMS-4400B-56330	Paramedic Initial B	SU	08:00AM-12:00PM	01/08/23	02/05/23	
210669	EMS-4400B-56330	Paramedic Initial B	SU	01:00PM-05:00PM	01/08/23	02/05/23	
210669	EMS-4400B-56330	Paramedic Initial B	THFSSU	07:00AM-07:00PM	02/09/23	05/14/23	
210954	EMS-3163-56386	Basic Anat & Physiology	MTWTHF	06:00PM-10:00PM	01/13/23	03/04/23	
209914	HIT-3700A-94085	Healthcare Doc Specialist	MTWTHF	-	01/11/23	05/02/23	
210024	HIT-3700B-94233	Healthcare Doc Specialist	MTWTHF	-	04/05/23	07/25/23	
208706	MED-3300BI-94764	Med Cod Out/Inpatient Pt	MTWTHF	-	10/12/22	01/31/23	
209920	MED-3300BJ-94100	Med Cod Out/Inpatient Pt	MTWTHF	-	01/11/23	05/02/23	
209893	NAS-3241A-58033	Nurse Aide Level II	MTW	08:30AM-12:30PM	01/17/23	05/09/23	
209899	MED-3300AQ-94321	FTCC OL Working in Pharma	MTWTHF	-	05/03/23	08/22/23	
209185	HIT-3300C-94083	Healthcare IT Part I	MTWTHF	-	01/11/23	05/02/23	
209224	SEF-3001C-33895	Notary Public	W	08:00AM-06:00PM	04/26/23	04/26/23	
213349	FIP-3563-46847	HM Technician (Chapter 7)	MTWTHF	08:00AM-12:00PM	02/20/23	03/03/23	
213349	FIP-3563-46847	HM Technician (Chapter 7)	MTHF	01:00PM-05:00PM	02/20/23	02/24/23	
213349	FIP-3563-46847	HM Technician (Chapter 7)	TH	01:00PM-07:00PM	02/21/23	03/01/23	
213349	FIP-3563-46847	HM Technician (Chapter 7)	TW	01:00PM-07:00PM	02/21/23	03/01/23	
213349	FIP-3563-46847	HM Technician (Chapter 7)	TH	01:00PM-07:00PM	03/02/23	03/02/23	
213349	FIP-3563-46847	HM Technician (Chapter 7)	M	01:00PM-06:00PM	02/27/23	02/27/23	
213349	FIP-3563-46847	HM Technician (Chapter 7)	F	01:00PM-04:00PM	03/03/23	03/03/23	
213787	FIP-3563A-46866	Haz Mat Technician Ref.	T	06:00PM-10:00PM	02/21/23	02/21/23	

Incorrect Report Dates

Report Period 01/09/23 To 05/10/23							
Section Number	Section Name	Section Title	Days	Time	Start Date	End Date	
206193	MAT-143-0D03	Quantitative Literacy	MW	12:00PM-12:50PM	01/09/23	05/10/23	
206193	MAT-143-0D03	Quantitative Literacy	MTWTHF	-	01/09/23	05/10/23	
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213349	FIP-3563-46847	HM Technician (Chapter 7)	MTHF	01:00PM-05:00PM	02/20/23	02/24/23	
213349	FIP-3563-46847	HM Technician (Chapter 7)	TW	01:00PM-07:00PM	02/21/23	03/01/23	
213349	FIP-3563-46847	HM Technician (Chapter 7)	TH	01:00PM-07:00PM	03/02/23	03/02/23	
213349	FIP-3563-46847	HM Technician (Chapter 7)	M	01:00PM-06:00PM	02/27/23	02/27/23	
213349	FIP-3563-46847	HM Technician (Chapter 7)	F	01:00PM-04:00PM	03/03/23	03/03/23	
213787	FIP-3563A-46866	Haz Mat Technician Ref.	T	06:00PM-10:00PM	02/21/23	02/21/23	

BSP Acad Level Flag



- CCR staff should run the report with the flag set to **Y**.
- CE and/or CU staff should run the report with the flag set to **N**.
- Staff that serve all areas (CU, CE, and CCR) should run the report twice; once with the flag set to **N** and once with the flag set to **Y**.

Documentation/Review Process

- All XPA reports must be reviewed by college staff, including XPAQ (overlap report).
- Evidence of review should be noted on the report – this might include, but is not limited to, documentation of adjustments or staff signatures noting the review of the document.
- It is helpful to include copies of attendance records where adjustments were made.
- These reviewed reports must be provided for the next compliance review.

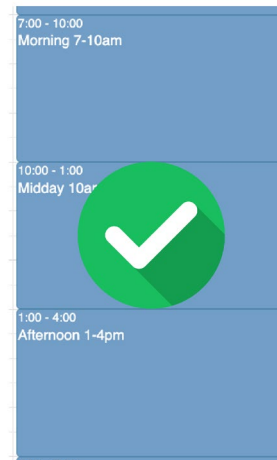
Report Format

- If the reports are exported to an Excel spreadsheet, the reports need to include the report period dates and the date the report was generated.
- It is recommended that you save the original report and attach it to the working spreadsheet.



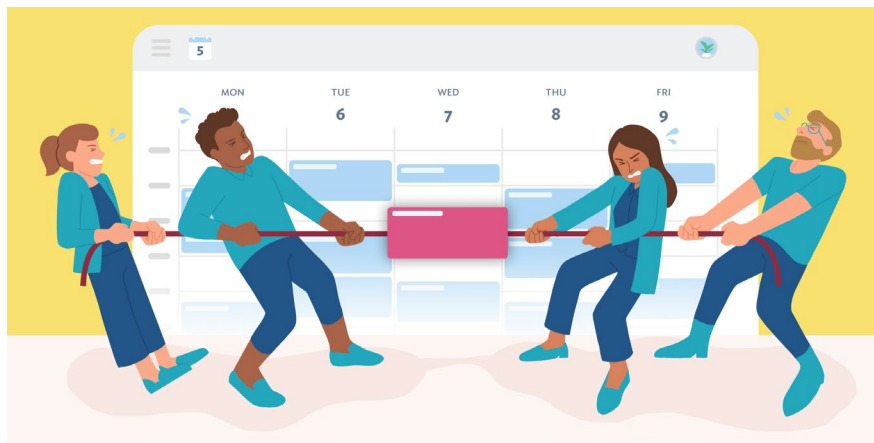
Overlap Report (XPAQ)

- If a student appears on this report, an overlap exists.
- Colleges may not report hours for students in classes where days/times overlap.
- In order to decrease the number of overlaps, staff who have over-ride access should be limited. (RGUS should be set to NO.)



Overlap Report (XPAQ)

- Remove hours from the class with the lowest FTE.
- Note adjustments on reports.
- **Remember: It's about the class, not the student.**



Report Review Collaboration

Staff from the different areas should work together to review the XPAQ report.

- Curriculum staff should review the **curriculum to curriculum** overlaps, and make any adjustments required.
- Continuing Education staff should review the **continuing education to continuing education** overlaps and make any adjustments required.
- College and Career Readiness staff should review the **CCR to CCR overlaps** and make any adjustments required.
- **All staff should review the reports and decide where adjustments that cross academic levels should be made.**

Overlap Adjustments



- Make detailed notes regarding the adjustments on the report.
- Note on the class rosters the adjustments that were made.
- Make sure the notes are legible, and that staff and compliance will understand them as it may be over one year after the adjustment is made that compliance is on campus.

Overlap Adjustments

- If the hours overlap between public safety classes, then only the actual overlap must be deducted.
- If the hours that overlap are between contact hour classes, then only the actual overlap must be deducted.
- If the hours that overlap are between two membership hour classes and the student did not officially withdraw, one entire class must be removed. The best practice is to remove the class which has the fewest number of hours and the lowest FTE.



Reference

CC 98-362 Clarification of
Continuing Education
Topics

Questions for Business Systems Analysts

Service Now Portal

Click on “Get Help”

Click on “Student Programs and Services”

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