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

Incorrect Report Dates

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.)
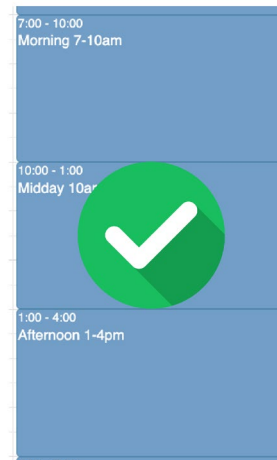
Overlap Report (XPAQ)

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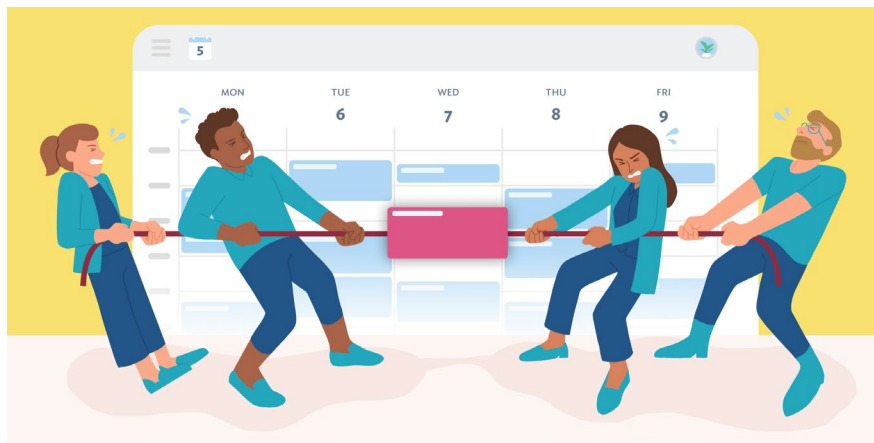
Report Review Collaboration

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

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