



## NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

*Peter Hans, President*

19 March 2020

### MEMORANDUM

**TO:** Members of the State Board of Community Colleges  
Community College Presidents  
Chairs of the Boards of Trustees  
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:** **Temporary Amendments in Response to COVID-19**  
**1G SBCCC 200.1 – General Provisions**  
**1E SBCCC 200.2 – Time Due, Deferred Payment, Failure to Pay**  
**1E SBCCC 700.2 – Student Activity Fees**  
**1E SBCCC 700.3 – Instructional Technology Fees**  
**1H SBCCC 300.3 – Bookstore and Bookstore Commissions**

On 19 March 2020, the State Board of Community Colleges (SBCC) adopted five temporary amendments in response to COVID-19. The State Board adopted these amendments to address serious threats to public health and safety. They are meant to give colleges flexibility in responding to the impacts associated with the COVID-19 outbreak.

- **1G SBCCC 200.1 – General Provisions**
  - The flexibility colleges currently have to make up instructional time due to adverse weather events is now extended to emergency events.
- **1E SBCCC 200.2 – Time Due, Deferred Payment, Failure to Pay**
  - This change gives colleges the flexibility to apply tuition, registration fees, and other fees paid for Spring 2020 course to future courses if a student is unable to complete a Spring 2020 course due to circumstances associated with COVID-19.

- **1E SBCCC 700.2 – Student Activity Fees**
  - This change allows colleges to use student activity fees to address impacts associated with the COVID-19 outbreak.
  
- **1E SBCCC 700.3 – Instructional Technology Fees**
  - This change allows colleges to use instructional technology fees to address impacts associated with the COVID-19 outbreak. It also allows colleges to use the fees to purchase computers and other technology for the use of college employees.
  
- **1H SBCCC 300.3 – Bookstore and Bookstore Commissions**
  - This change allows colleges to use excess bookstore revenues to address impacts associated with the COVID-19 outbreak.

The temporary amendments will become effective on 19 March 2020. They will remain in place for 180 days or until rescinded by the State Board. The State Board may extend this duration, if necessary. The temporary amendments will be 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 each temporary amendment is attached to this memorandum.

**CC20-022**  
**E-mail Copy**

Attachments



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 or Other Emergency Events.  
30 A college is responsible for delivering instruction to meet the learning outcomes of  
31 each course it provides. If it is not possible or it will not be possible to reschedule all

1 class hours missed due to adverse weather or other emergency events, the instruction  
2 may be made up by other alternatives included in the college's adverse weather policy  
3 or other policies, such as online instruction and alternative assignments. In a  
4 correctional education setting, a college may make up instructional time by issuing  
5 evening and weekend assignments and documenting students' successful completion  
6 of the assignments. The college must maintain documentation of how instruction was  
7 rescheduled or otherwise made up until released from all compliance reviews.

8  
9 *History Note: Authority G.S. 115D-5;*

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

11 *Temporary Amendment Eff. [October 19, 2018](#); Temporary Amendment*  
12 *Expired. April 17, 2019;*

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

14 *Temporary Amendment Eff. [March 19, 2020](#)*



1                   **State Board of Community Colleges Code**  
2                   **TITLE 1. COMMUNITY COLLEGES**

3  
4                   **CHAPTER E. STUDENT TUITION AND FEES**

5  
6                   **SUBCHAPTER 200. GENERAL PROVISIONS**

7  
8   **1E SBCCC 200.2 Time Due, Deferred Payment, Failure to Pay**

9 (a) Time Due. If a student registers on or before the first date of a course section, tuition,  
10 registration fees, and other fees required for enrollment are due on a specific date  
11 prescribed by the college that is on or before the first date of the course section. If a  
12 student registers after the first date of the course section, tuition, registration fees, and  
13 other fees required for enrollment are due at the time of the student's registration. A  
14 student may satisfy the requirement for payment due through one or more of the  
15 following ~~four~~ methods:

16 (1) Directly paying the college.

17 (2) Demonstrating to the college's satisfaction that the student is eligible for financial  
18 aid or other third-party payment.

19 (3) Entering into a deferred payment plan authorized by 1E SBCCC 200.2(b).

20 (4) Providing evidence of eligibility for a tuition or registration fee waiver consistent  
21 with 1E SBCCC 800.

22 (5) For students unable to complete one or more Spring 2020 course sections due to  
23 circumstances arising from the COVID-19 outbreak, a college may apply the  
24 tuition, registration fees, and other fees paid by the student for those course  
25 sections to offset the tuition, registration fees, and other fees for course sections  
26 the student enrolls in during the Summer 2020, Fall 2020, or Spring 2021 terms.

27 To ensure tuition receipts are deposited to the credit of the fiscal year in which the Fall  
28 academic term occurs, colleges shall begin collecting curriculum tuition payments for  
29 the Fall academic term on or after July 1 of that year.

30 (b) Deferred Payment. The college may, with approval of the board of trustees, prescribe  
31 written procedures to permit short-term deferred payment or payment in installments;

1 provided, however, that payment in full is due by the end of the academic term. For  
2 the purposes of this section, "short term" is defined as a period that does not extend  
3 beyond the last day of the academic term.

4 (c) Failure to Pay. Unless otherwise prohibited by law, colleges may not enroll or  
5 distribute an academic credential to a student with an outstanding balance for tuition  
6 or registration fees except under the following circumstances:

7 (1) The college anticipates that the outstanding balance will be paid using pending  
8 financial aid;

9 (2) A person or organization demonstrates to the satisfaction of the college the ability  
10 to pay the outstanding obligation and guarantees in writing to pay the balance if  
11 the student fails to do so;

12 (3) A student is registered in a course section offered for the benefit of a company or  
13 agency. For the purpose of this rule, company or agency specific course sections  
14 are courses where the company pays the tuition or registration, and courses where  
15 attendance in the course section is limited to employees of the company or agency;

16 (4) A student is classified as a captive or co-opted student pursuant to 1D SBCCC  
17 700.98(a); or

18 (5) A student is registered in a course that is on a specialized course list approved by  
19 the State Board of Community Colleges and supports the organizational training  
20 needs for entities specified in G.S. 115D-5(b)(2).

21 Unless otherwise prohibited by law, colleges may withhold transcripts of grades and  
22 any other service pending resolution of outstanding monetary obligations. This  
23 statement shall not be construed to prohibit a college's board of trustees from adding  
24 more stringent provisions that are allowable under law regarding outstanding  
25 monetary balances.

26  
27 *History Note:* Authority G.S. 115D-5; G.S. 115D-39;

28 Eff. [May 16, 2014](#);

29 Amended Eff. [February 1, 2015](#).

30 Temporary Amendment Eff. [March 19, 2020](#).



1                   **State Board of Community Colleges Code**  
2                   **TITLE 1. COMMUNITY COLLEGES**

3  
4                   **CHAPTER E. STUDENT TUITION AND FEES**

5  
6                   **SUBCHAPTER 700. LOCAL FEES**

7  
8   **1E SBCCC 700.2 Student Activity Fees**

9 (a) Student Activity Fee Rates. The local board of trustees is authorized to establish a fee  
10 charged to students to support student activities. The student activity fee shall not  
11 exceed \$35 per academic term. Student activity fees shall not be charged to  
12 individuals who participate only in meetings or seminars organized by the college. For  
13 the purposes of this Subchapter, “meeting or seminar” means a group of people  
14 gathered on a one-time basis primarily for discussion under the direction of a leader  
15 or resource person(s).

16 (b) Use of Student Activity Fee Receipts: Colleges shall use student activity fee receipts  
17 to support the cost of providing student activities, excluding those activities listed in  
18 sub-subsection (3) below.

19 (1) Permissible Activities: For the purposes of this section, “student activity” means an  
20 activity that is provided primarily for the benefit of students and whose participants  
21 are primarily students, excluding instruction for which students pay tuition and  
22 registration fees. Examples of student activities include the following:

- 23 (A) student centers;  
24 (B) student government associations;  
25 (C) student clubs;  
26 (D) student enrichment and student social activities;  
27 (E) student identification cards;  
28 (F) student athletics;  
29 (G) student health services; and  
30 (H) student accident insurance

1 (2) Permissible expenses: In support of student activities, the college may use student  
2 activity fee receipts to support the following types of expenses:

3 (A) College personnel directly providing student activities, such as student  
4 government association staff, student activity coordinators, coaches, club  
5 sponsors, or club advisors;

6 (B) Stipends or scholarships to students who serve as officers of student  
7 organizations;

8 (C) Employee and student travel to student activities held at off-campus locations;

9 (D) Other purchased goods or services needed to conduct the student activity;

10 (E) Equipment, including vehicles, used directly for student activities;

11 (F) Capital improvement projects constructed for student activities, such as student  
12 centers, student lounges, and athletic facilities. If a capital improvement project  
13 serves multiple purposes, student activity fee receipts may be used to support  
14 capital expenditures in proportion to the square footage of the project dedicated  
15 to student activities.

16 (3) Impermissible expenses: Colleges shall not use student activity fee receipts to  
17 support personnel and other operating costs related to college employees having  
18 positions that are the fiscal responsibility of the State or local governments and do  
19 not directly support student activities, including, but not limited to, academic  
20 advisors, counselors, recruiters, admissions staff, and security personnel.  
21 Colleges shall not use student activity fee receipts for capital improvements  
22 projects constructed for purposes other than student activities.

23 (c) Notwithstanding section (b), a college may use student activity fees to address impacts  
24 associated with the COVID-19 outbreak.

25  
26 *History Note: Authority G.S. 115D-5; G.S. 115D-39;*

27 *Eff. [May 16, 2014](#).*

28 *Temporary Amendment Eff. [March 19, 2020](#).*



1E SBCCC 700.3 is temporarily amended as follows:



1                   **State Board of Community Colleges Code**  
2                   **TITLE 1. COMMUNITY COLLEGES**

3  
4                   **CHAPTER E. STUDENT TUITION AND FEES**

5  
6                   **SUBCHAPTER 700. LOCAL FEES**

7  
8   **1E SBCCC 700.3 Instructional Technology Fees**

9   (a) Fee Rates. The local board of trustees is authorized to establish a fee charged to  
10   students to support student access to instructional technology. The instructional  
11   technology fee shall not exceed \$48 per academic term for curriculum students and  
12   \$5 per course for continuing education students. However, subject to the prior  
13   approval of the SBCC, local boards of trustees have the authority to establish an  
14   instructional technology fee that exceeds the \$48 per academic term for curriculum  
15   students. Instructional technology fees shall not be charged to individuals who  
16   participate only in meetings or seminars.

17   (b) Use of Fee Receipts. Instructional technology fee receipts shall be used to support  
18   costs of procuring, maintaining, and operating instructional technology, including both  
19   information technology (hardware and software) used primarily for instructional  
20   purposes and specialized instructional equipment necessary for hands-on instruction.  
21   Colleges are authorized to use instructional technology fee receipts to hire support  
22   positions to operate, maintain, and repair this technology, as well as buy the  
23   necessary supplies and materials for operations. In addition, colleges may use  
24   technology fee receipts to address impacts associated with the COVID-19 outbreak.  
25   ~~Instructional technology fee receipts shall not be used to purchase computers and~~  
26   ~~other technology used primarily by college employees, nor may instructional~~  
27   ~~technology fee receipts be used to support positions that do not directly support this~~  
28   ~~instructional technology.~~

29  
30   *History Note: Authority G.S. 115D-5; G.S. 115D-39;*

31                   *Eff. [May 16, 2014](#).*





1 **State Board of Community Colleges Code**

2 **TITLE 1. COMMUNITY COLLEGES**

3  
4 **CHAPTER H. FISCAL MANAGEMENT**

5  
6 **SUBCHAPTER 300. INSTITUTIONAL FUNDS**

7  
8 **1H SBCCC 300.3 Bookstore and Bookstore Commissions**

9 (a) Bookstore operations. All financial transactions pertaining to bookstore operations  
10 shall be accounted for in a proprietary institutional account and kept separate from all  
11 other activities of the college. At least every four years, the board of trustees of each  
12 college shall review the college's mark-up on textbooks and other instructional  
13 materials sold through the bookstore to determine if the mark-up is appropriately  
14 balanced between affordability for students and other priorities identified by the local  
15 board of trustees.

16 (b) Use of bookstore operating revenues. Bookstore receipts shall first be used to support  
17 bookstore operating expenses including, but not limited to salaries and benefits of  
18 bookstore personnel, purchase of inventory, marketing, supplies, travel, equipment  
19 associated with the operation of the bookstore, enhancement of the bookstore, and  
20 bookstore facility support costs, such as, utilities, housekeeping, maintenance, and  
21 security.

22 (c) Excess bookstore revenues. Receipts in excess of the above operating expenses  
23 shall be transferred to the appropriate account and expended consistent with the  
24 following provisions:

25 (1) Funds may be used to support instruction, student support services, student  
26 financial aid (e.g. scholarships, grants, loans, Work Study), student refunds,  
27 student activities, giveaways to students, curriculum development, program  
28 improvement, professional development, instructional equipment, and capital  
29 improvements related to facilities associated with the bookstore and student  
30 activities. In addition, funds may be used to address impacts associated with the  
31 COVID-19 outbreak.

1 (2) Funds shall not be used to support any supplemental salary, benefit, or other form  
2 of compensation for the college president. Funds shall not be used to support  
3 administrative costs, promotional giveaways to individuals other than students,  
4 entertainment expenses, fundraising expenses, and capital improvements not  
5 allowed under (c)(1) above.

6  
7 *History Note: Authority G.S. 115D-5; 115D-58.13;*

8 *Eff. [November 1, 2015](#).*

9 *Temporary Amendment Eff. [March 19, 2020](#).*