

NUMBERED MEMO CC23-026

TO: Members of the State Board of Community Colleges, Chairs of the Community College Boards of Trustees, Community College Presidents, Chief Academic Officers, Chief Admissions Officers, Basic Skills Directors, Business Officers, Continuing Education Officers, Customized Training Directors, Chief Financial Officers, Financial Aid Officers, Personnel Directors, Student Development Administrators, Public Information Officers, Registrars, & Other Interested Parties

FROM: Tawanda Foster Artis
NCCCS General Counsel

SUBJECT: Amendment of 1G SBCCC 200.94 – Reporting of Student Hours in Membership for Continuing Education Course Sections

DATE: July 25, 2023

On July 21, 2023, the State Board of Community Colleges voted to amend State Board Code, **1G SBCCC 200.94 – Reporting of Student Hours in Membership for Continuing Education Course Sections**. This amendment will allow continuing education courses to utilize the HyFlex delivery method. In addition, it adds a definition for census window and allows students to be counted present by participating in an online environment for a regularly scheduled section.

The amendment will be effective August 1, 2023. The new rule will be published in the North Carolina Community College System’s website, www.nccommunitycolleges.edu/sbcccode. For your convenience, a copy of the code in its final form is attached to this memorandum.

CC23-026

E-mail Copy
Attachments

**State Board of Community College Code
TITLE 1 – COMMUNITY COLLEGES**



CHAPTER G. FULL-TIME EQUIVALENT (FTE)

SUBCHAPTER 200. FTE REPORTING CATEGORIES/CRITERIA

**1G SBCCC 200.94 REPORTING OF STUDENT HOURS IN MEMBERSHIP FOR
CONTINUING EDUCATION COURSE SECTIONS**

(a) Definitions.

- (1) Synchronous. Teaching method in which instructor(s) and students are engaging in learning at the same time.
- (2) Asynchronous. Teaching method that uses learning resources to facilitate information sharing outside the constraints of time.
- (3) Census Date. Date marking the end of the add/drop period for a course section.
- (4) Census Window. The census window begins on the start date of the course section and ends on the census date.

(b) Regularly Scheduled Course Sections.

- (1) Definition of Regularly Scheduled Course Section includes Traditional and HyFlex Delivery Methods (1B SBCCC 100.1 Definitions). A course section is considered to be regularly scheduled if it meets all of the following criteria:
 - (A) Has an assigned definite beginning and ending time;
 - (B) Has specific predetermined days and times the course section meets;
 - (C) Students may enroll during the initial college registration period or at any time prior to the census date of the course section.
 - (i) Census date shall be determined from the calculation of the total scheduled course section hours divided by 10 (ten) and applying the rounded whole number to the beginning hours of the course section;
 - (D) The course section is consistent with course standards as defined in 1D SBCCC 300.5(c).; and
 - (E) Times and dates are the same for all students registered for the course section excluding clinical or work experience. This may include in-person or

synchronously online, as long as the instructor and student are engaged in live interactions.

(i) Course sections which have a regularly scheduled lecture section and a non-regularly scheduled laboratory or clinical section, or online asynchronous option will satisfy the criteria. The census date shall be determined from the regularly scheduled portion of the course section. Verification of student participation in the laboratory, clinical section, or online asynchronous option of the course section shall be available for review.

(ii) A student is considered absent if that student did not attend during the specified times or days the course section was scheduled to meet. Classes that have a regularly scheduled section which included in-person instruction or digitally delivered synchronous instruction and an option to attend asynchronously shall satisfy this criteria.

(iii) A student shall be considered absent if that student did not participate during the census window, whether the class met in person, synchronously, or asynchronously. Verification of student attendance in the asynchronous portion of the course shall be documented by electronic submission of an activity.

(2) Definition of Student Membership. A student is considered to be in course section membership when the student meets all of the following criteria:

(A) Enrolled as evidenced by payment of the applicable registration fees or obtained a waiver consistent with 1E SBCCC Subchapter 800.

(B) Attended one or more scheduled dates within the course sections held prior to or on the census date of the course section as defined in 1G SBCCC 200.94(b)(1)(C)(i); and

(C) Has not withdrawn or dropped the course section prior to or on the census date of the course section.

(3) Student Membership Hour. A student membership hour is one hour of scheduled course section or laboratory for which the student is enrolled. A college shall provide a minimum of 50 minutes of instruction for each scheduled course section

hour. A college shall not report more hours per student than the number of course section hours scheduled in official college documents. Colleges shall not report more hours per student than the number of hours specified in the instructor's contract.

(4) Calculation of Student Membership Hours for Regularly Scheduled Course Sections. Student membership hours are obtained by multiplying the number of students in membership at the census date of the course section by the total number of hours the course section is scheduled to meet as stated in official college documents.

(5) Maintenance of Records of Student Membership Hours. Accurate attendance records shall be maintained for each course section. Attendance records shall be signed by the instructor or lead instructor, verifying their accuracy, and shall be maintained by the college until released from all compliance reviews as provided in the Public Records Retention & Disposition Schedule for Institutions in the Community College System. Student membership hours shall be summarized in the Institution's Class Report and certified by the president or designee.

(c) Non-Regularly Scheduled Course Sections.

(1) Definition of Non-Regularly Scheduled Course Section. A non-regularly scheduled course section shall be consistent with course standards as defined in 1D SBCCC 300.5(c). Any course section that does not meet the definition of regularly scheduled pursuant to 1G SBCCC 200.94(b)(1) or the definition of independently scheduled pursuant to 1G SBCCC 200.94(d)(1) is considered a non-regularly scheduled course section. A non-regularly scheduled course section may have any or all of the following features:

(A) A course section where a definitive beginning and ending time is not determined;

(B) A course section offered in a learning laboratory setting (see Subparagraph (c)(6) of this Rule for definition of learning laboratory);

(C) A self-paced learning where the student progresses through the instructional materials at the student's own pace and can complete the courses as soon as the student has successfully met the educational objectives. Course sections

- offered as independent study are generally offered in this manner;
- (D) Students may enroll during the initial college registration period or at any time during the semester; or
- (2) Definition of Student Membership. A student is considered to be in course section membership when the student meets the following criteria:
- (A) Enrolled as evidenced by payment of the applicable registration fees, or obtained a waiver consistent with 1E SBCCC Subchapter 800; and
- (B) Attended one or more scheduled dates within a course section.
- (3) Definition of Student Contact Hour. A student contact hour is one hour of student attendance in a course section for which the student is in membership as defined in Subparagraph (c)(2) of this Rule. Sixty minutes shall constitute an hour.
- (4) Calculation of Student Contact Hours for Non-Regularly Scheduled Course Sections. For these course sections, actual time of course section attendance for each student determined to be in membership shall be reported. Sixty minutes shall constitute an hour. Student contact hours for these course sections are the sum of all the hours of actual student attendance in a course section in a given semester.
- (5) Maintenance of Records of Student Contact Hours. Accurate attendance records shall be maintained for each course section. Attendance records shall be signed by the instructor or lead instructor, verifying their accuracy, and shall be maintained by the college until released from all compliance reviews as provided in the Public Records Retention and Disposition Schedule for Institutions in the Community College System. Student membership hours shall be summarized in the Institution Class Report and certified by the president or designee.
- (6) Learning Laboratory. Learning laboratory programs consist of self-instruction using programmed text, audio-visual equipment, and other self-instructional materials. A learning laboratory coordinator has the function of bringing the instructional media and the student together on the basis of objective and subjective evaluation and of counseling, supervising, and encouraging persons working in the laboratory. Contact hours shall be calculated as noted in Subparagraph (c)(4) of this Rule.
- (d) Course Section Identified as Independently Scheduled.

- (1) A course section is considered independently scheduled if it meets all the following criteria:
 - (A) A course section where definitive begin and end times are not defined.
 - (B) Instructional content is delivered asynchronously.
 - (C) A course section in which a student may enroll during the initial college registration period or in which a student may be permitted to enroll at any time prior to the census date of the course section.
 - (i) The census date shall be determined from the calculation of the total scheduled course section hours divided by four (4) and applying the rounded whole number from the end date of the course section. If the calculated number equals one (1) or less than one (1) then the next to last date is the census date. No census date shall be applied on the end date of the course section.
 - (ii) Verification of student attendance in an Independently Scheduled course section shall be documented by electronic submission of an activity or assignment with a timestamp within the census window.
- (2) Definition of Student Membership: A student is considered to be in course section membership when the student meets the following criteria:
 - (A) Enrolled as evidenced by payment of the applicable registration fees or obtained a waiver consistent with 1E SBCCC Subchapter 800.
 - (B) Accessed instructional content prior to or on the census date of the course section as defined in 1G SBCCC 200.94(d)(1)(C)(i); and
 - (C) Has not withdrawn or dropped the course section prior to or on the census date of the course section.
- (3) Student Membership Hour. A student membership hour is one hour of scheduled instructional content. A college shall not report more hours per student than the number of course section hours scheduled in official college documents. Colleges shall not report more hours per student than the number of hours specified in the instructional contract.
- (4) Calculation of Student Membership Hours. Student membership hours are obtained by multiplying the number of students in membership at the census date

in the course section by the total number of instructional hours scheduled as stated in official college documents.

- (5) Maintenance of Records of Student Membership Hours. Accurate course content participation records shall be maintained for each course section. Records shall be signed by the instructor or lead instructor, verifying their accuracy, and shall be maintained by the college until released from all compliance reviews as provided in the Public Records Retention and Disposition Schedule for Institutions in the Community College System. Student membership hours shall be summarized in the Institution Class Report and certified by the president or designee.

History Note: Authority G.S. 115D-5; S.L. 1995, c. 625;

Eff. September 1, 1988;

Amended Eff. September 1, 1993;

Temporary Amendment Eff. June 1, 1997

Amended Eff. [August 1, 2023](#); [April 1, 2020](#); [September 1, 2018](#);

May 1, 2017; December 1, 2012; August 1, 2004; August 1, 2000;

July 1, 1998