

NUMBERED MEMO CC26-040

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, Distance Learning, Financial Aid Officers, Personnel Officers, Student Development Administrators, Public Information Officers, Registrars, & Other Interested Parties

FROM: Jonnell Carpenter, *NCCCS General Counsel*

SUBJECT: Proposed Amendment of 1G SBCCC 200.93 – Reporting of Student Hours in Membership for Curriculum Classes

DATE: July 21, 2026

On July 17, 2026, the State Board of Community Colleges (SBCC) initiated the rulemaking process to amend **1G SBCCC 200.93 – Reporting of Student Hours in Membership for Curriculum Classes**. The proposed amendment would clarify that attendance records may be verified using either physical or electronic signatures. This would address confusion among colleges and ensure local policies recognize electronic signatures as an acceptable method of attendance verification. The proposed amendment is published on the NC Community College System's website, [Numbered Memos - NCCCS \(ncccommunitycolleges.edu\)](https://ncccommunitycolleges.edu). For your convenience, a copy of the proposed rule, with the adopted language indicated, is attached to this memorandum. Strikethroughs indicate deletions of existing language and underlines indicate additions of language.

Any member of the public has the right to submit written comments on the proposed rule. Please note that any person who submits public comments on behalf of their community college should comply with their college's local process for submitting comments on a proposed rule. **Written comments on the rule must be received by no later than 5:00 p.m. on August 20, 2026.** Any member of the public has the right to request a hearing on the proposed rule. **Requests for a hearing must be received by no later than 5:00 p.m. on August 5, 2026.**

Written comments and requests for hearing shall be directed to the following address:
Jonnell Carpenter, 5001 Mail Service Center, Raleigh, NC 27699-5001 or by email to
publiccomments@nccommunitycolleges.edu. Thank you for your attention to this matter.

CC26-040

Email Copy
Attachment



State Board of Community Colleges Code

Notice of Proposed Rulemaking Form

Date: July 21, 2026

Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed	Amendment of 1G SBCCC 200.93 – Reporting of Student Hours in Membership for Curriculum Classes
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Specify whether the SBCC proposes to amend, adopt, or repeal a rule:

Adopt
(new rule)

Amend
(change existing rule)

Repeal
(delete entire rule)

	X	
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Rationale for proposed adoption, amendment, or repeal:	The proposed amendment would clarify that attendance records may be verified using either physical or electronic signatures. This would address confusion among colleges and ensure local policies recognize electronic signatures as an acceptable method of attendance verification.
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Proposed Effective Date of Rule	October 1, 2026
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**State Board of Community Colleges Code
TITLE 1. COMMUNITY COLLEGES**



CHAPTER G. FULL-TIME EQUIVALENT (FTE)

SUBCHAPTER 200. FTE REPORTING CATEGORIES/CRITERIA

**1G SBCCC 200.93 Reporting of Student Hours in Membership for Curriculum
Classes**

(a) Academic Term. College boards of trustees shall locally determine the beginning and end date for each academic term within the timeframes of the academic term reporting periods defined in 1G SBCCC 100.1, unless an exception is granted by the System President. The System President may grant an exception if it would not result in an overlap with another academic term, the 10% point of all course sections would fall within the corresponding academic term reporting period, and the exception would not negatively impact the college's ability to meet data reporting requirements. The academic semester for credit courses shall be designed so that classes may be scheduled to include the number of instructional hours shown in the college catalog and the approved curriculum program of study compliance document and reported for FTE purposes (see 1D SBCCC 400.95(a)). Instructional hours include scheduled class and laboratory sessions as well as examination sessions. Length of semesters or courses may vary as long as credit hours are assigned consistent with 1GSBCCC 100.1 and as long as membership hours are reported consistent with the other provisions of this Rule. If necessary to meet the needs of particular constituents (for example, courses provided at high schools, military bases, prisons, or at the specific request of business), without an exception by the System President, colleges may schedule curriculum course sections that fall outside the academic term beginning and end dates, as defined by the

college's board of trustees. If such course sections cross academic term reporting periods, FTE enrollment shall be reported consistent with the provisions of 1G SBCCC 200.1(a).

(b) Regularly Scheduled Classes.

1) A class is regularly scheduled if it meets all of the following criteria:

- a. Assigned definite beginning and ending time;
- b. Specific days the class meets is predetermined;
- c. Specific schedule is included on the Institution Master Schedule or other official college documents;
- d. Class hours are assigned consistent with college catalog and curriculum standard requirements; and
- e. Identified class time and dates are the same for all students registered for the class excluding clinical or cooperative work experience. This may include in-person or synchronously online, as long as the instructor and student are engaged in live interactions.
 - i. Classes which have a regularly scheduled lecture section and a non regularly scheduled laboratory section or online asynchronous option shall satisfy this criteria. The census date (10% point) shall be determined from the regularly scheduled portion of the class. Verification of student participation in the laboratory section or online asynchronous option of the class shall be available for review.
 - ii. A student shall be considered absent if that student did not attend during the specified times or days the class was scheduled to meet. Classes that have a regularly scheduled section which include 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 attend during the specified times or days the class was

1 scheduled to meet whether the class met in-person,
2 synchronously, or asynchronously. Verification of student
3 attendance in the asynchronous portion of the course shall
4 be documented by electronic submission of content-related
5 material.

6 2) A student shall be considered to be in class membership when the student
7 meets all of the following criteria:

- 8 a. enrolled as evidenced by payment of the applicable tuition and fees,
9 or obtained a waiver as defined in G.S. 115D-5(b);
- 10 b. attended one or more classes prior to or on the 10 percent point in
11 the class;
- 12 c. has not withdrawn or dropped the class prior to or on the 10
13 percent point.

14 3) Definition of a Student Membership Hour. A student membership hour is
15 one hour of scheduled class or laboratory for which the student is enrolled.
16 A college shall provide a minimum of 50 minutes of instruction for each
17 scheduled class hour. A college shall provide sufficient time between
18 classes to accommodate students changing classes. A college shall not
19 report more hours per student than the number of class hours scheduled
20 in the approved curriculum program of study compliance document.

21 4) Calculation of Student Membership Hours for Regularly Scheduled
22 Classes. Student membership hours are obtained by multiplying the
23 number of students in membership at the 10 percent point in the class by
24 the total number of hours the class is scheduled to meet for the semester
25 as stated in the college catalog and the approved curriculum program of
26 study compliance document (see 1D SBCCC 400.97(4)).

27 5) Maintenance of Records of Student Membership Hours. Accurate
28 attendance records shall be maintained for each class through the 10
29 percent point of the class. Attendance records shall be signed by the
30 instructor or lead instructor, either physically or electronically, verifying

1 their accuracy, ~~and~~ The attendance records shall be maintained by the
2 college until released from all compliance reviews (see the Public Records
3 Retention & Disposition Schedule for Institutions in the Community College
4 System). Student membership hours shall be summarized in the
5 Institution's Class Report and certified by the president or designee. For
6 classes identified as non traditional delivery (see Subparagraph (e)(1) of
7 this Rule), documentation of student contact prior to the 10 percent point
8 shall be maintained in the same manner as the attendance records
9 mentioned in this Rule.

10 (c) Non Regularly Scheduled Classes.

11 1) A non regularly scheduled class may include any or all of the following:

- 12 a. a class where a definitive beginning and ending time is not
13 determined;
- 14 b. a class offered in a learning laboratory type setting (see 1G SBCCC
15 200.94(b)(6) for definition of learning laboratory);
- 16 c. a class self paced in that the student progresses through the
17 instructional materials at the student's own pace, and can complete
18 the class as soon as the student has successfully met the
19 educational objectives. Classes offered as independent study are
20 generally offered in this manner;
- 21 d. a class in which a student may enroll during the initial college
22 registration period or in which the student may be permitted to
23 enroll at any time during the semester; or
- 24 e. any class not meeting all criteria for a regularly scheduled class, as
25 shown in Subparagraph (b)(1) of this Rule, is considered to be a
26 non regularly scheduled class for reporting purposes. Classes
27 defined as non traditional (see Paragraph (e) of this Rule) or clinical
28 practice (see Paragraph (g) of this Rule) which are identified as a
29 separate student hour reporting category are not subject to the
30 above provisions in Paragraph (c).

- 1 2) Definition of Student Membership. A student is considered to be in class
2 membership when the student meets the following criteria:
- 3 a. enrolled as evidenced by payment of the applicable tuition and fees,
4 or obtained a waiver consistent with 1E SBCCC Subchapter 800;
5 and
6 b. attended one or more classes.
- 7 3) Definition of a Student Contact Hour. For non-regularly scheduled classes,
8 student contact hour is defined as actual time of student attendance in a
9 class or lab. 60 minutes shall constitute an hour. A college shall not report
10 more hours per student than the number of class hours scheduled in the
11 approved curriculum program of study compliance document.
- 12 4) Calculation of Student Contact Hours for Non Regularly Scheduled
13 Classes. For these classes, actual time of class attendance for each
14 student determined to be in membership shall be reported. Student
15 contact hours for these classes are the sum of all the hours of actual
16 student attendance in a class in a given semester, and shall not exceed
17 the hours in the approved curriculum program of study compliance
18 document. (see 1D SBCCC 400.97(4)).
- 19 5) Maintenance of Records of Student Contact Hours. Accurate attendance
20 records shall be maintained for each class of the nature described in this
21 Rule through the entire semester Attendance records shall be signed by
22 the instructor or lead instructor, either physically or electronically, verifying
23 their accuracy, ~~and~~ The attendance records shall be maintained by the
24 college until released from all compliance reviews (see the Public Records
25 Retention & Disposition Schedule for Institutions in the Community College
26 System). Student contact hours shall be summarized in the Institution's
27 Class Report and certified by the president or designee.
- 28 (d) Skills Laboratory or Computer Tutorial Laboratory. Individualized instructional
29 laboratories are similar to learning laboratories (see 1G SBCCC 200.94(b)(6))
30 except the participants are curriculum students. Skills labs or computer tutorial

1 labs are remedial or developmental in nature and intended for students who are
2 experiencing academic difficulty in a particular curriculum course. A skills
3 laboratory instructor shall be qualified in the single subject area of the skills
4 laboratory. A computer tutorial laboratory coordinator need not be qualified in any
5 of the subject area(s) provided in a computer tutorial laboratory. Student contact
6 hours may be reported for budget/FTE when students are required by their
7 instructor to attend either of the laboratories for remedial or developmental work
8 and when the skills laboratory instructors or computer tutorial coordinators are
9 paid with curriculum instructional funds.

- 10 1) Documentation of instructor referral shall be maintained for compliance
11 review purposes. The College shall maintain documentation until released
12 from all compliance reviews.
- 13 2) Homework assignments shall not be reported for budget/FTE. (See 1G
14 SBCCC 200.95(a)).
- 15 3) Calculation of Student Contact Hours for Skills Laboratory or Computer
16 Tutorial Laboratory. For these classes, actual time of class attendance
17 shall be reported; 60 minutes shall constitute an hour. Student hours
18 generated for these types of classes are the sum of all the hours of actual
19 student attendance in a class in a given semester.

20 (e) Classes Identified as Curriculum Non Traditional Delivery.

- 21 1) Definition. Due to the methodology by which instruction is delivered, non
22 traditional delivery classes are not consistent with the definitions of
23 regularly scheduled or non regularly scheduled classes described in this
24 Rule. Non traditional delivery classes are defined as those classes which
25 are offered through media such as internet, telecourses, videocassette
26 and other electronic media excluding classes offered via the North
27 Carolina Information Highway.
- 28 2) For those classes identified as non traditional delivery, student attendance
29 in class or in an orientation session, submission of a written assignment or
30 submission of an examination, is the basis for the determination of class

- membership at the 10 percent point of the class. Student membership hours earned in non traditional delivery classes shall be calculated by multiplying the number of students in membership, as defined in the prior sentence, times the number of hours assigned to the class in official college documents. For these classes, the number of hours assigned shall be consistent with the credit hours assigned according to 1G SBCCC 100.1, as well as the curriculum standard.
- 3) Non-traditional instruction delivered is pre-structured into identifiable units. Non traditional delivery classes do not include classes identified as independent study which are not media based.
- (f) Curriculum Student Work Experience. The following criteria apply to the reporting guidelines for students enrolled in curriculum work experience, exclusive of work station based training. Examples of student work experience include cooperative education, practicums, and internships.
- 1) Student membership hours for student work experience shall not generate budget/FTE without prior approval by the System Office for such activities through the appropriate curriculum standard.
 - 2) Work Experience. Work experience for curriculum courses shall earn budget/FTE at the 100 percent rate of assigned work experience hours and shall not exceed a maximum of 320 membership hours per student per semester.
 - a. These classes shall be coordinated by college personnel paid with college instructional funds and may be located in one or more sites.
 - b. These classes shall be specified in the approved curriculum of the college consistent with the applicable curriculum standard (see 1D SBCCC 400.97(3)(a)(ii)(D)).
 - c. The college shall maintain documentation of all student work experience hours.
- (g) Clinical Practice. Colleges shall report instructional hours of curriculum courses which include clinical practice, as defined in 1D SBCCC 400.1(c)(2),

consistent with the rules for regularly scheduled classes in Paragraph (b) of this rule if the course meets the following criteria:

- 1) Assigned definite beginning and ending time;
- 2) Specific days the class meets are predetermined, although class times, dates, and locations may vary for enrolled students;
- 3) Clinical hours scheduled are included on the Institution Master Schedule or other official college documents;
- 4) Class hours are assigned consistent with the college catalog and curriculum standards set forth in 1D SBCCC 400.8;
- 5) Class hours shall be scheduled to provide a minimum of 50 minutes of instruction; and
- 6) College instructors who are qualified to teach in the particular program supervise and are paid with college instructional funds for all scheduled class hours (classroom and clinical).

College personnel shall make documentation verifying student participation in clinical practice available for compliance purposes.

History Note: Authority G.S. 115D-6.1; S.L. 1995, c. 625;

Eff. September 30, 1977;

Amended Eff. July 24, 1978;

Emergency Amendment Eff. August 10, 1978 for a period of 120 days to expire on December 8, 1978;

Emergency Amendment Made Permanent With Change Eff. December 8, 1978;

Amended Eff. September 1, 1993; September 1, 1988; September 1, 1985; November 1, 1983;

Temporary Amendment Eff. June 1, 1997;

Amended Eff. _____; [May 1, 2022](#); [September 1, 2018](#); [May 1, 2017](#); December 1, 2012; August 1, 2004; August 1, 2000; July 1, 1998.