

CHAPTER G. FULL-TIME EQUIVALENT (FTE)

SUBCHAPTER 100. DEFINITIONS AND GENERAL PROVISIONS

1G SBCCC 100.1 Definitions

The following definitions apply to this Chapter:

- (1) "Credit Hours": Shall have the same meaning as in 1D SBCCC 400.1(c).
- (2) "Academic Term Reporting Period": The calendar year is divided into three academic term reporting periods and are defined as follows:
 - (a) Spring Term (Period 1): January 1 - May 15;
 - (b) Summer Term (Period 2): May 16 - August 14;
 - (c) Fall Term (Period 3): August 15 - December 31.
- (3) "Annual Reporting Period". The annual reporting period for instructional programs is defined as the Summer Term (Period 2), Fall Term (Period 3), and Spring Term (Period 1) reporting periods completed immediately preceding the end (June 30th) of a specified fiscal year.
- (4) "Budget Full-Time Equivalent (BFTE)" – The number of full-time equivalent (FTE) students for which colleges are funded through State funding formulas.
- (5) "Full-Time Equivalent (FTE) Student" – An amount of instruction that equates to 512 student hours in membership as defined in 1G SBCCC 200.93 and 1G SBCCC 200.94.
- (6) "Instructional Cost" – The direct cost of delivering course content to include the salary of the instructor(s), fringe benefits, supplies, materials and travel paid from college funds.

History Note: Authority G.S. 115D-5; 115D-54; S.L. 1995, c. 625;

Eff. September 1, 1993;

Temporary Amendment Eff. [July 20, 2018](#); June 1, 1997;

Amended Eff. [April 1, 2020](#); [October 1, 2018](#); [November 1, 2017](#); [May 1, 2017](#); December 1, 2012; July 1, 1998.

1G SBCCC 100.98 RESERVED FOR FUTURE CODIFICATION

1G SBCCC 100.99 Budget FTE Funding

- (a) All student membership hours generated by the college for a given class shall be counted for budget FTE purposes provided 100 percent of the instructional cost is paid from college funds (funds budgeted through the college's budget including State Current, County Current, or College Funds). These provisions apply to all instructional contracts which generate budget FTE including Basic Skills classes.
- (1) College-sponsored instruction shall not supplant existing training which may take place without the college's involvement.
- (2) A company or entity may reimburse the college for a given class up to 50 percent of the instructional cost. The student hours in membership generated in the class may be reported for budget FTE. If the college is reimbursed for more than 50 percent of the instructional cost for a given class, student hours in membership reported for the class shall be prorated in the same proportion as the college funding. If the college is reimbursed for 100 percent of the instructional cost, the class would be gratis [see Paragraph (b) of this Rule] and no budget FTE would be generated.
- (3) In cases where a company or entity donates funds to a college with no expectation for instruction in return, these funds shall be treated as college funds and may be used to generate budget FTE.
- (4) The community college shall not contract with a company or entity for that company or entity to provide training to its current employees.
- (b) Any class for which the instructor's services are provided at no cost or for which the instructional cost is paid totally and directly by an external agency is a "gratis" class. In this situation, the class is reported as self-supporting, and does not generate budget/FTE. If a portion of the class is gratis, student hours shall be prorated accordingly.
- (c) Categorical state allotments to colleges, except literacy, such as Small Business, Customized Training Programs, Community Service, and Block Grants do not earn budget/FTE and are not subject to the provisions of this Rule.

History Note: Authority G.S. 115D-5; 115D-31; 115D-58.5; S.L. 2001, c. 424, s. 30.3(b),(e);

Eff. September 1, 1988;
Temporary Amendment Eff. October 15, 1992 for a period of 180 days to expire on April 15, 1993;
Temporary Amendment Eff. November 1, 1993 for a period of 180 days or until the permanent rule becomes effective, whichever is sooner;
Amended Eff. June 1, 1994; September 1, 1993;
Temporary Amendment Eff. October 4, 2001;
Amended Eff. [April 1, 2020](#); December 1, 2012; May 1, 2009; April 1, 2003.

SUBCHAPTER 200. FTE REPORTING CATEGORIES/CRITERIA

1G SBCCC 200.1 General Provisions

(a) FTE Reporting. As directed by the System Office, colleges shall report FTE enrollment in all course sections scheduled during each academic term reporting period. If a course section is scheduled for a time period that crosses academic term reporting periods, the FTE enrollment shall be reported as follows:

- (1) For curriculum course sections that are regularly scheduled, as defined in 1G SBCCC 200.93(b), FTE enrollment shall be reported in the academic term reporting period in which the 10% point of the class falls.
- (2) For curriculum course sections that are non-regularly scheduled, as defined in 1G SBCCC 200.93(c), and all continuing education course sections, FTE enrollment shall be reported in the academic term reporting period in which the last day of the course falls.

The System Office shall provide colleges no less than 21 calendar days after the end of the academic term reporting period to submit FTE enrollment data.

(b) Instruction Provided Outside the College's Service Area. Excluding clinical instruction, a college may provide instruction outside its service area, as established per 1A SBCCC 300, only if the appropriate instructional service agreement is executed consistent with 1D SBCCC 300.6 and 1D SBCCC 400.96. If the instructional service agreement provides for the sharing of FTE, the colleges that are party to the

agreement shall prorate the number of FTE reported consistent with the provisions of the agreement and the rules of this Chapter.

(c) Making Up Instructional Hours Due to Adverse Weather or Other Emergency Events.

A college is responsible for delivering instruction to meet the learning outcomes of each course it provides. If it is not possible or it will not be possible to reschedule all class hours missed due to adverse weather or other emergency events, the instruction may be made up by other alternatives included in the college's adverse weather policy or other policies, such as online instruction and alternative assignments. In a correctional education setting, a college may make up instructional time by issuing evening and weekend assignments and documenting students' successful completion of the assignments. The college must maintain documentation of how instruction was rescheduled or otherwise made up until released from all compliance reviews.

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

Eff. [May 1, 2017](#)

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

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

Temporary Amendment Eff. [March 19, 2020](#). Temporary Amendment Expired September 15, 2020.

Temporary Amendment Eff. [September 15, 2020](#).

Amended Eff. [May 1, 2021](#).

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 1G SBCCC

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 scheduled to meet 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 content-related material.

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

(A) enrolled as evidenced by payment of the applicable tuition and fees, or obtained a waiver as defined in G.S. 115D-5(b);

(B) attended one or more classes prior to or on the 10 percent point in the class;

(C) has not withdrawn or dropped the class prior to or on the 10 percent point.

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

(4) Calculation of Student Membership Hours for Regularly Scheduled Classes. Student membership hours are obtained by multiplying the number of students in membership at the 10 percent point in the class by the total number of hours

the class is scheduled to meet for the semester as stated in the college catalog and the approved curriculum program of study compliance document (see 1D SBCCC 400.97(4)).

- (5) Maintenance of Records of Student Membership Hours. Accurate attendance records shall be maintained for each class through the 10 percent point of the class. 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 (see 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. For classes identified as non traditional delivery (see Subparagraph (e)(1) of this Rule), documentation of student contact prior to the 10 percent point shall be maintained in the same manner as the attendance records mentioned in this Rule.

(c) Non Regularly Scheduled Classes.

- (1) A non regularly scheduled class may include any or all of the following:
 - (A) a class where a definitive beginning and ending time is not determined;
 - (B) a class offered in a learning laboratory type setting (see 1G SBCCC 200.94(b)(6) for definition of learning laboratory);
 - (C) a class self paced in that the student progresses through the instructional materials at the student's own pace, and can complete the class as soon as the student has successfully met the educational objectives. Classes offered as independent study are generally offered in this manner;
 - (D) a class in which a student may enroll during the initial college registration period or in which the student may be permitted to enroll at any time during the semester; or
 - (E) any class not meeting all criteria for a regularly scheduled class, as shown in Subparagraph (b)(1) of this Rule, is considered to be a non regularly scheduled class for reporting purposes. Classes defined as non traditional (see Paragraph

(e) of this Rule) or clinical practice (see Paragraph (g) of this Rule) which are identified as a separate student hour reporting category are not subject to the above provisions in Paragraph (c).

- (2) Definition of Student Membership. A student is considered to be in class membership when the student meets the following criteria:
 - (A) enrolled as evidenced by payment of the applicable tuition and fees, or obtained a waiver consistent with 1E SBCCC Subchapter 800; and
 - (B) attended one or more classes.
 - (3) Definition of a Student Contact Hour. For non-regularly scheduled classes, student contact hour is defined as actual time of student attendance in a class or lab. 60 minutes shall constitute an hour. A college shall not report more hours per student than the number of class hours scheduled in the approved curriculum program of study compliance document.
 - (4) Calculation of Student Contact Hours for Non Regularly Scheduled Classes. For these classes, actual time of class attendance for each student determined to be in membership shall be reported. Student contact hours for these classes are the sum of all the hours of actual student attendance in a class in a given semester, and shall not exceed the hours in the approved curriculum program of study compliance document. (see 1D SBCCC 400.97(4)).
 - (5) Maintenance of Records of Student Contact Hours. Accurate attendance records shall be maintained for each class of the nature described in this Rule through the entire semester. 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 (see the Public Records Retention & Disposition Schedule for Institutions in the Community College System). Student contact hours shall be summarized in the Institution's Class Report and certified by the president or designee.
- (d) Skills Laboratory or Computer Tutorial Laboratory. Individualized instructional laboratories are similar to learning laboratories (see 1G SBCCC 200.94(b)(6)) except the participants are curriculum students. Skills labs or computer tutorial labs

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

- (1) Documentation of instructor referral shall be maintained for compliance review purposes. The College shall maintain documentation until released from all compliance reviews.
 - (2) Homework assignments shall not be reported for budget/FTE. (See 1G SBCCC 200.95(a)).
 - (3) Calculation of Student Contact Hours for Skills Laboratory or Computer Tutorial Laboratory. For these classes, actual time of class attendance shall be reported; 60 minutes shall constitute an hour. Student hours generated for these types of classes are the sum of all the hours of actual student attendance in a class in a given semester.
- (e) Classes Identified as Curriculum Non Traditional Delivery.
- (1) Definition. Due to the methodology by which instruction is delivered, non traditional delivery classes are not consistent with the definitions of regularly scheduled or non regularly scheduled classes described in this Rule. Non traditional delivery classes are defined as those classes which are offered through media such as internet, telecourses, videocassette and other electronic media excluding classes offered via the North Carolina Information Highway.
 - (2) For those classes identified as non traditional delivery, student attendance in class or in an orientation session, submission of a written assignment or 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-5; 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.

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

1G SBCCC 200.95 Limitations in Reporting Student Membership Hours

(a) Student hours shall not be reported for budget/FTE, which result from:

(1) Conferences or visits.

(2) Seminars or Meetings.

(3) Programs of a service nature rather than instructional classes.

(4) Enrollment of high school students not in compliance with 1D SBCCC 400.2, 1D SBCCC 300.4(c) and 1D SBCCC 200.95.

(5) Unsupervised classes.

(6) Proficiency or challenge exams except that the actual time required to take the exam may be counted in membership; students shall be registered in the class consistent with 1E SBCCC Subchapter 300 or 1E SBCCC Subchapter 400.

(7) Homework assignments.

(8) Inter-institutional or intramural sports activities.

(b) Self-supporting classes shall not be reported for regular budget purposes (those classes supported by student fees or a class in which instruction is provided gratis); all recreational continuing education classes fall in this category.

(c) Workforce Continuing Education instruction shall not be offered in sheltered workshops and adult developmental activity centers (ADAP) except sheltered workshops and ADAP centers may contract with the community college to provide workforce continuing education courses on a self-supporting basis.

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

Eff. September 1, 1988;

Temporary Amendment Eff. October 15, 1992, for a period of 180 days to expire on April 15, 1993;

Amended Eff. September 1, 1993;

Temporary Amendment Eff. November 1, 1993, for a period of 180 days or until the permanent rule becomes effective, whichever is sooner;

Amended Eff. [May 1, 2017](#); [February 1, 2015](#); December 1, 2012; April 1, 2010; June 1, 2008; April 1, 1997; June 1, 1994.

Temporary Amendment Eff. [01 February 2020](#).

Amended Eff. [February 1, 2022](#)

1G SBCCC 200.96 Training for Public Safety Agencies

(a) Training for Public Law Enforcement Agencies.

- (1) When a college is an accredited and designated direct delivery agency for initial certification training for public law enforcement agencies and funds 50% or greater of the instructional cost and the school director's salary, the college shall report the hours generated from the instruction for full budget FTE when the training is delivered in accordance with all other budget FTE and program requirements. For the purposes of this Subparagraph, the college shall supervise the school director and instructors. The college must also maintain full authority and control over the curriculum. Enrollment for any training course shall be open to all students who satisfy any course prerequisites, and who meet the requirements for admission of trainees imposed by the NC Criminal Justice Education and Training Standards Commission in 12 NCAC 09B .0203. Enrollment shall not be limited or restricted to the members, employees, associates, or trainees of any direct delivery agent or agents unless required by the NC Criminal Justice Education and Training Standards Commission.
- (2) When a public law enforcement agency external to a college is the accredited and designated direct delivery agency for initial certification training, the college may

deliver a maximum of 25% of the total program hours and shall receive full budget FTE for the hours generated. A college shall not receive any state funds for hours generated above 25% of the total program hours.

(A) A college shall provide initial certification law enforcement training for an accredited and designated direct delivery public law enforcement agency under a written agreement. The agreement shall:

- (i) confirm that the public law enforcement agency does not have the funds to provide the training;
- (ii) designate the source of funds for the training;
- (iii) list the courses to be taught;
- (iv) provide the total hours of instruction to be delivered; and
- (v) be signed by the president or the president's designee, and the senior official of the public law enforcement agency.

(B) The college shall receive full budget FTE for hours generated when the training is delivered in accordance with this agreement and all other budget FTE and program requirements. The college shall maintain a copy of the agreement on file until released from all compliance reviews.

(3) A college may deliver in-service training for designated direct delivery public law enforcement agencies beyond the initial certification training and receive full budget FTE for hours generated when the training is delivered in accordance with all other budget FTE and program requirements. A college providing in-service training for public law enforcement agencies is not subject to subparagraph (a)(1) or (a)(2) of this Rule.

(b) Training for Public Fire and Rescue Agencies.

(1) When a college is a designated direct delivery agency for initial certification training for public fire and rescue services agencies and funds 50% or greater of the instructional cost, the college shall report hours generated from instruction for full budget FTE when the training is offered in accordance with all other budget FTE and program requirements. For the purposes of this Subparagraph, the college shall supervise the school director and instructors. The college must also maintain full authority and control over the curriculum. Enrollment for any training course

shall be open to all students who satisfy any course prerequisites. Enrollment shall not be limited or restricted to the members, employees, associates, or trainees of any direct delivery agent or agents.

(2) When a public fire and rescue agency external to a college is the designated direct delivery agency for initial certification training, the college may deliver a maximum of 25% of the total program hours and shall receive full budget FTE for the hours generated. A college shall not receive any state funds for hours generated above 25% of the total program hours.

(A) A college shall provide initial fire and rescue training for a designated direct delivery public fire and rescue agency under a written agreement. The agreement shall:

- (i) confirm that the public fire and rescue agency does not have the funds to provide the training;
- (ii) designate the source of funds for the training;
- (iii) list the courses to be taught;
- (iv) provide the total hours of instruction to be delivered; and
- (v) be signed by the president or the president's designee, and the senior official of the public fire and rescue agency.

(B) The college shall receive full budget FTE for hours generated when the training is delivered in accordance with this agreement and all other budget FTE and program requirements. The college shall maintain a copy of the agreement on file until released from all compliance reviews.

(3) A college may deliver in-service training for public designated direct delivery fire and rescue agencies beyond the initial certification training and receive full budget FTE for hours generated when the training is delivered in accordance with all other budgetary FTE and program requirements. A college providing in-service training for public fire and rescue agencies is not subject to subparagraph (b)(1) or (b)(2) of this Rule.

(c) Training for Emergency Medical Services Agencies.

(1) When a college is a designated direct delivery agency for initial certification training for public emergency medical services training and funds 50% or greater of the

instructional costs, the college shall report hours generated from instruction for full budget FTE when the training is offered in accordance with all other budget FTE and program requirements. For the purposes of this Subparagraph, the college shall supervise the school director and instructors. The college must also maintain full authority and control over the curriculum. Enrollment for any training course shall be open to all students who satisfy any course prerequisites. Enrollment shall not be limited or restricted to the members, employees, associates, or trainees of any direct delivery agent or agents.

(2) When a public emergency medical services agency external to a college is the designated direct delivery agency for initial certification training, the college may deliver a maximum of 25% of the total program hours and shall receive full budget FTE for the hours generated. A college shall not receive any state funds for hours generated above 25% of the total program hours.

(A) A college shall provide initial emergency medical services training for a direct delivery public emergency medical services agency under a written agreement.

The agreement shall:

- (i) confirm that the public emergency medical services agency does not have the funds to provide the training;
- (ii) designate the source of funds for the training;
- (iii) list the courses to be taught;
- (iv) provide the total hours of instruction to be delivered; and
- (v) be signed by the president or the president's designee, and the senior official of the emergency medical services agencies.

(B) The college shall receive full budget FTE for hours generated when the training is delivered in accordance with this agreement and all other budget FTE and program requirements. The college shall maintain a copy of the agreement on file until released from all compliance reviews.

(3) A college may deliver in-service training for designated direct delivery public emergency medical services agencies beyond the initial certification training and receive full budget FTE for hours generated when the training is delivered in accordance with all other budgetary FTE and program requirements. A college

providing in-service training for public emergency medical services agencies is not subject to subparagraphs (c)(1) or (c)(2) of this Rule.

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

Eff. August 1, 2004;

Amended Eff. [May 1, 2017](#); June 1, 2008.

1G SBCCC 200.97 Human Resources Development Program Continuation

Each college shall operate a Human Resources Development (HRD) program to provide assessment services, employability training, and career development counseling to unemployed and underemployed individuals. FTE shall be generated from HRD programs. Each college shall provide HRD instruction and support necessary for unemployed and dislocated workers to be served within the college service areas.

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

Eff. November 1, 2005.

1G SBCCC 200.98 Customized Training Program

- (a) Local colleges shall provide customized training programs for companies experiencing job growth, productivity enhancement needs, or creating technology investment to support the economic development of the State. Training programs for these companies shall be administered by the local college, with consultation and assistance from the department's System Office Economic Development staff.
- (b) State funds are appropriated to the North Carolina Community College System office in a separate line to support the Customized Training Program. These funds shall be used only to support companies experiencing job growth, productivity enhancement or technology investment.

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

Eff. February 1, 1976;

Readopted Eff. January 5, 1978;

Amended Eff. July 1, 2009; September 1, 1993; December 1, 1984.

1G SBCCC 200.99 Reporting Student Membership Hours to the Department

REPEALED by the State Board of Community Colleges, eff. 1 May 2017.

History Note: Authority G.S. 115D-5; 115D-31; 115D-58.5; S.L. 1995, c. 625;

Eff. September 1, 1988;

Temporary Amendment Eff. June 1, 1997;

Amended Eff. May 1, 2009; July 1, 1998;

Repeal Eff. [May 1, 2017](#).

SUBCHAPTER 300. RESERVED FOR FUTURE CODIFICATION

SUBCHAPTER 400. FTE REPORTING ACCOUNTABILITY

1G SBCCC 400.1 General Provisions

The State Board shall maintain an accountability function to ensure the credibility of the number of budget FTE students reported to the General Assembly for funding purposes and the equitable distribution of State and federal funds among the colleges. This function shall include periodic reviews of college compliance with the provisions in Title 1, Chapter G and in Title 1, Chapter E of the State Board Code, and any rules referenced therein. This function shall also include opportunities for colleges to receive coaching from the System Office on areas of potential risk of non-compliance, sound documentation practices, and the use of mitigating controls.

History Note: Authority G.S. 115D-5(m);

Eff. [November 1, 2017](#).

1G SBCCC 400.2 Definitions

(a) "Compliance review" - A periodic, objective assessment of college compliance with State laws and State Board rules governing the reporting of data used as the basis of

college budget allocations as well as the charging and waiving of tuition and registration fees, as defined in 1E SBCCC 100.1.

- (b) “High Risk” –
 - (1) Course sections in which the majority of students receive a tuition or registration fee waiver as provided under Subchapter 800 of Title 1, Chapter E;
 - (2) Course sections provided completely asynchronously online; or
 - (3) Course sections held in facilities that are not owned or under long-term lease by the college.
- (c) “Material” or “Material finding” – A finding is material if the number of FTE for which documentation does not satisfy the conditions listed in 1G SBCCC 400.3(c)(1) exceeds one percent of the sample reviewed for a particular programmatic area (Curriculum, Continuing Education, and Basic Skills).
- (d) “Statistically valid sample” – A sample of course section records that provides a ninety-five percent (95%) confidence level that the sample is representative of the relevant population of course section records.

History Note: Authority G.S. 115D-5(m);

Eff. [November 1, 2017](#).

1G SBCCC 400.3 Compliance Reviews

- (a) Frequency. The System Office shall conduct a compliance review of each college once every two fiscal years unless the college’s prior year review has material findings. If a compliance review has material findings, the System Office shall conduct a compliance review during the subsequent fiscal year. If a college is not scheduled for a compliance review in a particular year, the college president may request the System Office conduct one, subject to the availability of resources.
- (b) Period of Review. Compliance reviews shall review a sample of records for college-funded basic skills, continuing education, and curriculum course sections for which FTE was reported for the Summer, Fall, and Spring terms completed immediately preceding the end (June 30) of the most recently completed fiscal year.

(c) Compliance Review Components. A compliance review shall include the following components:

(1) Review of Course Section Sample. System Office Compliance Services staff shall review a statistically valid sample of course section records to ensure a college has reported FTE that is included in budget full-time equivalent (BFTE) calculations consistent with the provisions of this Chapter. For each course section in the review sample, System Office Compliance Services staff shall determine whether the following conditions were satisfied:

- (A) The college did not report FTE for activities disallowed in 1G SBCCC 200.95.
- (B) The State Board has approved the college to provide the course.
- (C) It is appropriate for the FTE associated with the course section to be included in BFTE calculations per 1G SBCCC 100.99.
- (D) Any minors enrolled in a basic skills, continuing education, or curriculum course section have met the requirements of 1D SBCCC 200.95, 1D SBCCC 300.4(c), or 1D SBCCC 400.99, respectively.
- (E) The number of FTE reported by the college for the course section complies with Subchapter 200 of Title 1, Chapter G of the SBCCC.
- (F) The course section took place in the college's service area or the appropriate instructional services agreement was executed. If instruction was delivered under an instructional service agreement, the FTE was pro-rated (if applicable) consistent with the terms of the agreement.
- (G) The instruction was provided either through a college-employed instructor or through a third-party contract that complies with contracted instruction rules in Title 1, Chapter D of the SBCCC.
- (H) The college charged or waived the applicable tuition or registration fees consistent with the rules in Title 1, Chapter E of the SBCCC.

(2) Review of Internal Class Visits. Each college shall include a local plan to visit a sample of continuing education course sections as part of the Continuing Education Accountability and Integrity Plan required under 1D SBCCC 300.4(a). System Office Compliance Services staff shall review documentation to ensure the

college is following its internal class visit plan, but no other components of this plan shall be reviewed by the compliance examiner.

(d) Financial reversions. *(Reserved for future codification)*

(e) Compliance Review Findings. Compliance Services shall provide a written report of any material compliance review findings to the college president, local college board of trustees, the State Board of Community Colleges, and the State Auditor. If a college disagrees with any of the findings in the report, the college president may submit a written appeal to the State Board of Community Colleges (SBCC). The written appeal shall identify one or more of following bases for appeal and provide evidence in support of each basis for appeal:

- (1) One or more compliance review findings are outside the scope of the factors listed in 1G SBCCC 400.3(c);
- (2) One or more compliance review findings constitute an error in application of the law; or
- (3) One or more compliance review findings constitute an error in fact.

The college must submit the written appeal within 30 days of receipt of the compliance review report. The Accountability and Audit Committee of the State Board of Community Colleges shall review the appeal and make its recommendation to the full State Board. The Accountability and Audit Committee of the State Board of Community Colleges will base its recommendation on whether the college established more likely than not that each compliance review finding under appeal satisfied either of the factors listed above in 1G SBCCC 400.3(e)(1) – (e)(3).

(f) Compliance Review Advisory Committee.

- (1) The Committee shall be composed of the following members, each of whom shall serve for a three-year term:
 - (A) Three college presidents appointed by the President of the North Carolina Association of Community College Presidents.
 - (B) Two instructional administrators appointed by the President of the North Carolina Association of Community College Instructional Administrators.

- (C) One continuing education administrator and one basic skills director appointed by the President of the North Carolina Community College Adult Educators Association.
 - (D) One continuing education administrator appointed by the Continuing Education Leadership Committee established under 1D SBCCC 300.5(b)(2).
 - (E) One curriculum registrar/records manager appointed by the President of the Student Development Administrators Association.
 - (F) One continuing education registrar/records manager appointed by the Continuing Education Leadership Committee established under 1D SBCCC 300.5(b)(2).
 - (G) The designee of the North Carolina Community College System President, who will be responsible for convening the Advisory Committee at least biannually.
 - (H) The designee of the State Auditor, who will serve as a non-voting member.
- (2) No member of the Compliance Review Advisory Committee shall serve more than two consecutive terms of three years on the Committee. This limitation does not prohibit an individual from serving future terms after a period of non-service.
- (3) The Compliance Review Advisory Committee is responsible for receiving college feedback about the compliance review process and making recommendations to the State Board of Community Colleges on desired policy changes and to the North Carolina Community College System Office on desired procedural changes. The Committee shall report to the Accountability and Audit Committee of the State Board at least annually on any recommendations.

History Note: Authority G.S. 115D-5(m);

Eff. [November 1, 2017](#).

1G SBCCC 400.4 Special Reviews

Upon request of the college president, a majority vote of a college board of trustees, or the North Carolina Community College System President, North Carolina Community College System Office Compliance Services staff may conduct a special review to investigate any concern identified by the college or System President, as applicable,

related to the reporting of data used as the basis of college budget allocations or the charging and waiving of tuition and registration fees. A special review may include class visits and a review of records beyond the documents requested through a compliance review conducted under 1G SBCCC 400.2.

History Note: Authority G.S. 115D-5(m);

Eff. [November 1, 2017](#).