



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

May 28, 2004

**Supersedes CC00-184**

**TO:** Presidents  
Instructional Administrators  
Deans of Continuing Education

**FROM:** Darryl McGraw, Associate Vice President  
Instructional Development and Technology

Bill Randall, Associate Vice President  
Learning Technology Systems

**SUBJECT:** Clarification of Reporting and Documenting Student Membership Hours for Distance Education Courses and Course Orientation

This memorandum supersedes System Office Numbered Memorandum CC00-184, Reporting and Documenting Student Membership Hours for Distance Education, effective immediately. The North Carolina Administrative Code, Title 23, specifies “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% point of the class.” This requirement is the same for both continuing education and curriculum classes. In addition, this memo seeks to clarify requirements for reporting student hours in membership for course orientation.

Recognizing, however, that some distance education classes are not time-defined, but rather operate on a self-paced and/or open-entry/open-exit basis, additional clarification for computing the 10% point is necessary.

For classes which have a specific beginning date, class schedule, and ending date, computation of the 10% point should be based on the actual date at which 10% of the class time occurs. For example, for an information highway class or a telecourse with a fixed schedule, the 10% census point should be calculated in the same manner that it is computed for traditional delivery classes.

For those classes that are self-paced and/or open-entry/open-exit, the 10% point may be based on course content, rather than an arbitrary date. For example, for a class that is offered via the Internet that has an open registration period and/or is self-paced, students counted in membership must have completed at least one assignment or attended a session prior to the point where they have completed 10% of the class content. To utilize this method, the college must clearly designate the particular lesson or class

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assignment at which the 10% point of the class content occurs. As long as the student meets membership requirements (registration, tuition and/or fee payment, completion of an assignment or lesson) without withdrawing prior to or at the point where the 10% of the class content is delivered, the student may be counted in membership for FTE reporting purposes. Using this method, the date at which the student completed the lesson(s) is not pertinent to determining class membership eligibility. (For more information regarding class membership criteria, see 23NCAC 2D.0323 for curriculum classes or 23NCAC 2D.0324 for continuing education classes.)

These options for computing the 10% census date are intended to give colleges more flexibility in determining how to offer distance education classes. Without having to assign an arbitrary census date to a self-paced or open/entry class, the college may be able to offer more flexible scheduling in some distance education classes. Colleges may decide whether it is more appropriate to base the 10% point on course length (using the 10% date) or on class content; however, the same rules should be applied consistently to similar types of classes.

It is the college's responsibility to monitor student progress and provide documentation for audit purposes that students counted in membership attended a session or completed an assignment prior to or at the 10% point of the class, regardless of which method is used to determine the 10% census point. It must be clear what method was used to compute the 10% point. Documentation of class membership in distance education courses should provide a record of student participation similar to that provided by the class attendance documents for traditional delivery classes. This documentation may be maintained electronically, such as a record of emails between students and the instructor, or may be a hard copy, such as an instructor maintained attendance or student contact record. In either case, the documentation must be certified by the instructor or college staff responsible for the course and must be available for audit review.

In order to report student hours in membership for any non-traditional delivery courses, all activities to include "course orientation," must occur on or after the official start date of the class for which the student is enrolled.

For "general orientation" (tutorials, Help Desk, etc.) to any non-traditional instruction delivery format, hours may be reported for FTE when all registration and attendance requirements for the reporting of students hours in membership are met.

Feel free to contact either of us if you have questions or concerns.

DM/BR/ah  
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