

Course Section Builds and Reporting Student Membership Hours

Relevant code:

1G SBCCC 200.94(b)(1)(D) Definition of Regularly Scheduled Course Section

"The course section is consistent with course standards as defined in 1D SBCCC 300.5(c);"

1D SBCCC 300.5(c) Course Standards

*"Course Standards. All Continuing Education course sections shall be based on courses maintained in the Combined Course Library. ... (3) Scheduled Hours. **Colleges shall not schedule hours that exceed the maximum approved hours for instruction for the specific course within the Combined Course Library.**"*

1G SBCCC 200.94(b)(3) Student Membership 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."

1G SBCCC 100.99(b) Budget FTE Funding

"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."

Combined Course Library Sample

Course Information

Course	BSP-3550
Title	ASE Math 5
Program Area	A20 Basic Skills
Recommended Hours	96
Maximum Hours	115
Certification	

Course Description

This course is designed to provide adult (Low Adult Secondary Math Level 5) learners with the foundational math skills that they will need in order to seek, obtain, and sustain employment and progress into more advanced basic skills courses. This course is also designed to lead students to the attainment of a secondary school diploma or its recognized equivalent and transition to postsecondary education and training. This course is based on the NRS Low Adult Secondary Math Level 5 Descriptors and is aligned with the NCCC Adult Education Content Standards.

CLOSE WINDOW

When scheduling and reporting College and Career Readiness student hours in membership classes, please be aware of the following:

1. Recommended Hours are a baseline established during course code creation.
2. Maximum Hours are calculated at a 20% increase from recommended hours. **Course sections may not exceed the maximum number of hours listed in the combined course library.**
3. For NCCCS Code purposes, there is no minimum number of hours for course sections. Specific course codes may have additional criteria defined by external credentialing entities and generally noted in the Course Description.
4. Course Section hours reported that exceed the maximum listed in the Combined Course Library are not allowable for budget FTE and are subject to compliance review.
5. Colleges shall not report more hours per student than the number of hours specified in the instructor's contract.
6. Colleges must pay for all instructional hours reported for budget FTE from college funds.