

Procedure 3.2514

Reporting Student Membership Hours Procedure

1. The Institutional Class Report (ICR) is run from College Computer Information System by the designee from the appropriate vice president.
2. The membership hours and number of students on the Attendance Rosters are compared to the numbers on the ICR.
3. If the numbers do not match on the two reports (ICR and Attendance Roster), each student record in the course is reviewed until the discrepancy is found. The discrepancy will be reconciled or eliminated from Full Time Equivalent reporting.
4. This procedure is completed for each course taught in the semester/term.
5. When all numbers are reconciled, the report is electronically submitted to the North Carolina Community College System.

References

Legal References: [NC Administrative Code 2D.0300](#)

SACSCOC References: *Enter SACSCOC references here*

Cross References: [Academic Support Services Policy](#)

History

Senior Staff Review/Approval Dates: 05/9/2016

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*