

ADMINISTRATIVE PROCEDURE 5070 ATTENDANCE

- A. Attendance requirements include the following broad areas:
1. Computation of units of full time equivalent student (FTES) based on the type of course, the way the course is scheduled, and the length of the course
 2. Selection of a single primary term length for credit courses
 3. Reporting of FTES during the following periods:
 - a. First Period Apportionment Attendance Report - P1 due January 15
 - b. Second Period Apportionment Attendance Report - P2 due April 20
 - c. Annual Apportionment Attendance Report - P3 due July 15
 - d. Amended (Recal) Apportionment Attendance Report (For Lottery Allocation Purposes)
 4. Compliance with census procedures prescribed by the California Community College Chancellor's Office for all credit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis
 5. Preparation of census day procedure tabulations
 6. Preparation of actual student contact hours of attendance procedure tabulations
 7. Preparation (as applicable) of actual apprentice hours of teaching procedure tabulations
 8. Preparation of support documentation regarding all course enrollment, attendance and disenrollment information.
 9. Computation of FTES that includes only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the District authorized to render service in the capacity and during the period in which he or she served.
 10. Maintenance of the colleges in the District for at least 175 days during the fiscal year.
- B. The college catalogs contain the most recent information regarding attendance. College catalogs and catalog supplements are updated for currency and correctness.

References:

Title 5 Sections 58000 et seq.

Approved by the Chancellor: February 19, 2013