

## Students and Student Services

### Administrative Rules and Procedures

#### 5128 Attendance Accounting Procedures

##### 1. Attendance Accounting

###### a. Enrollment Documentation

The custodian of the records (the Dean of Admissions and Records) will retain enrollment source documents for three years or if audited, until resolution.

###### b. Attendance Documentation

1) **Census Procedure** - Census reports which reflect class enrollments as of the one-fifth (1/5) period of each term are submitted by instructors for those classes so designated.

2) **Positive Attendance Procedure** - A record of actual hours of attendance will be submitted by instructors for students attending courses so designated. Forms and directions for complying with these requirements will be initiated by the Dean of Admissions and Records or Registrar.

###### c. Adds and Drops (Withdrawals)

1) **Adds** - A student may add a class only during the designated add/drop period. The only exceptions to this policy are adds into classes designated as open entry/open exit or short term graded classes.

2) **Drops** - Information regarding Withdrawal from a class - The withdrawal source document will be retained to verify withdrawal from classes. The date of the student or instructor initiated withdrawal will appear on this document.

3) A drop may be initiated at any point during a semester or session. Enrollment termination during the first two weeks of the semester will result in a no-grade-of-record (NGR). A record of this class termination will not appear on the student's transcript. A withdrawal during the third through the eighth

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week of the semester will be indicated by a "W" symbol on the student's permanent record.

Class termination after the eighth week will result in a grade other than "W" unless extenuating circumstances exist as defined in Title 5. The drop periods as described above will be prorated for short-term graded and summer session courses.

#### 2. Faculty Responsibility for Attendance Accounting

- a. Instructors will ensure that their census reports reflect enrollments as of the 1/5 period of the respective term. Positive attendance records will reflect actual hours of attendance for each student. All faculty must follow attendance accounting procedures as reviewed in orientations and in memoranda which accompany attendance documents. Each instructor will be given a handbook "The ABC's of Attendance Accounting and Grade Reporting," published by the Registrar, which reviews and updates attendance accounting procedures.

#### 3. Audit Trail Documentation

- a. All course enrollment, attendance and disenrollment records will be managed and retained in accordance with Education Code and Title 5 regulations. Specific guidelines have been published in the Records Retention Manual of the Chabot-Las Positas Community College District.
  - 1) **Required Tabulations** - For each reporting period, the District will submit data for the following attendance categories and subsets thereof:
    - a) census week procedure courses scheduled during each term;
    - b) a work experience subset of the census courses;
    - c) an independent study subset of the census courses;
    - d) positive attendance procedure courses scheduled during each term;

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- e) an in-service training (police and fire science) subset of the positive attendance courses;
- f) a separate tabulation of apprenticeship contact hours;
- g) a separate tabulation of contact hours generated in non-credit courses.
- h) daily census procedure courses scheduled during each term.

These reports are produced for each campus as well as for the entire District.

- 2) **Required Data Elements** - All data elements, as mandated by Title 5 and listed in the Student Attendance Accounting Manual, are contained in the official student attendance records of Chabot College. These are readily available for review as required by law. Census and positive attendance hours and related data elements are reported both by student and by class section.

#### 4. **Computation and Reporting of State Supported FTES**

- a. **Computation of FTES** - Two standard formulae are used to compute FTES. These are known as the census and the positive attendance formulae.

Apportionment for apprenticeship courses is calculated by employing a third accounting method which allocates funds on a "per hour" as opposed to an FTES basis. Specific formulae for these procedures are found in both Title 5 and in the revised Student Attendance Accounting Manual.

- b. **Reporting of FTES** - FTES is reported to the California Community Colleges Chancellor's Office for each required computation period on the CCFS-320. Apprenticeship hours are reported on the CCFS-321 report.