

Student Services

AP 5070 ATTENDANCE

References:

Title 5 Sections 58000 et seq.

1. Attendance Accounting

a. Enrollment Documentation

The administrator responsible for attendance records will retain enrollment source documents for three years or if audited, until resolution.

b. Attendance Documentation

i. **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.

ii. **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 administrator responsible for attendance records.

c. Adds and Drops (Withdrawals)

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

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

A drop may be initiated at any point during a semester or session. The student grade record assigned will be in accordance with the parameters set forth in Title 5 based on the time at which the drop was requested.

Grade assignment or no grade record (NGR) are assigned based on the parameters set forth in Title 5. Class termination past Title 5 deadlines for assigning a “W” (withdrawal) grade, will be based on extenuating circumstances as also 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. Faculty members will ensure that their census reports reflect enrollments as of twenty percent (20%) of the class meeting. Positive attendance records will reflect actual hours of attendance for each student. All faculty members must follow attendance accounting procedures as reviewed in orientations and in correspondence which accompany attendance documents.

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.

- i. **Required Tabulations** - For each reporting period, the District will submit data for the following attendance categories and subsets thereof:

1. census week procedure courses scheduled during each term;
 2. a work experience subset of the census courses;
 3. an independent study subset of the census courses;
 4. positive attendance procedure courses scheduled during each term;
 5. an in-service training (police and fire science) subset of the positive attendance courses;
 6. a separate tabulation of apprenticeship contact hours;
 7. a separate tabulation of contact hours generated in non-credit courses.
 8. daily census procedure courses scheduled during each term.

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

- ii. **Required Data Elements** - All data elements, as mandated by Title 5 and listed in the California Community Colleges Chancellor's Office 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 California Community Colleges Chancellor's Office 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.

Date Approved: March 18, 2014

(This new procedure replaces Administrative Rules and Procedure 5128)