

AP 5070 Attendance

Reference:

Title 5, Sections 58000 et seq.

- 1.0 The term length of each college semester shall be 16 weeks.
- 2.0 The number of days in each academic year shall be 175 days.
- 3.0 The computation of total full-time equivalent students (FTES) attendance shall be computed as defined in Title 5, Section 58003.1 according to appropriate census dates.
 - 3.1 The units of FTES for credit courses scheduled coterminously with the term, exclusive of independent study and work-experience education courses, shall be computed by multiplying the student contact hours of active enrollment as of Monday of the weeks nearest to one-fifth of the length of the term by the term length multiplier (16) and divided by 525.
 - 3.2 For credit courses scheduled to meet for five or more days and scheduled regularly with respect to the number of hours during each scheduled day, but not scheduled coterminously with the college's primary term established pursuant to section 1.0, or scheduled during the summer or other intersession, the units of FTES, exclusive of independent study and work-experience education courses, shall be computed by multiplying the daily student contact hours of active enrollment as of the census days nearest to one fifth of the length of the course by the number of days the course is scheduled to meet and divided by 525.
 - 3.3 For credit courses scheduled to meet for fewer than five days, and all credit courses scheduled irregularly with respect to the number of days of the week and the number of hours the course meets on the scheduled days, the units of FTES exclusive of independent study and work-experience education courses, shall be computed by dividing actual student contact hours of attendance by 525.
 - 3.4 For all open-entry/open-exit courses and for all noncredit courses otherwise eligible for state aid, the units of full-time equivalent student shall be computed by dividing actual student contact hours of attendance by 525.
 - 3.5 For independent study and work-experience education courses:
 - 3.5.1 For credit courses, for purposes of computing FTES only, one weekly student contact hour shall be counted for each unit of credit for which a student is enrolled in one of those courses. The FTES of those courses shall be computed by multiplying the units of credit for which students are enrolled as of the census day prescribed in subsection 3.1, as appropriate for the primary term or intersession and duration for which the course is scheduled by the term length multiplier (16) and divided by 525.

North Orange County Community College District
ADMINISTRATIVE PROCEDURES
Chapter 5
Student Services

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- 3.6 Notwithstanding previous subsections of this section, the units of FTES for any credit course other than independent study and work-experience education courses shall be computed by dividing the actual student contact hours of attendance by 525.

- 4.0 The Dean of Admissions and Records and the Director of Institutional Research from each college shall verify compliance with prescribed State Chancellor's Office procedures for reporting attendance according to valid census dates and FTES calculations for all credit classes.
 - 4.1 FTES will be reported for periods July 1 to December 31 and between July 1 and April 15 for the current academic year.
 - 4.2 Annual FTES will be reported by July 1 for the previous academic year.
 - 4.3 Support documentation and attendance data will be available for verification and audit purposes.
 - 4.4 Reported FTES will include attendance of student contact hours while students are actively enrolled and engaged in educational activities required of students and while the students 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.

- 5.0 Regular attendance is expected of every student. Attendance at the first class meeting is strongly recommended and any student not attending the first class meeting may be dropped by the instructor.
 - 5.1 Specific procedures regarding student attendance and absences are published in the college catalog.

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