

AP 5070 Attendance

Reference:

Title 5 Sections 58000 et seq.

California Community Colleges Chancellor's Office Student Attendance Accounting Manual (SAAM)

1.0 Attendance Accounting Procedures

- 1.1 The term length of each primary college semester shall be 16 weeks for the credit colleges and 18 weeks for the noncredit institution.
 - 1.2 The number of instructional days in each academic year shall be no fewer than 175 days.
 - 1.3 The total full-time equivalent students (FTES) attendance shall be computed as defined in Title 5 according to the type of course, the way the course is scheduled, the length of the course, and applicable census dates, or positive-attendance methodology for applicable courses.
- 2.0 The Directors of Institutional Research in collaboration with the Offices of Admissions and Records and Enrollment Services shall verify compliance with prescribed California Community Colleges Chancellor's Office procedures for reporting attendance according to valid census dates, or positive attendance, and FTES calculations for all credit and noncredit classes.
- 2.1 In compliance with deadlines from the California Community Colleges Chancellor's Office, the campus Directors of Institutional Research will be responsible for reporting of FTES for their respective college in the state online portal. The District Director of Fiscal Affairs will enter districtwide data and will certify the CCFS 320 apportionment reports for the District in compliance with the published deadlines.
 - 2.2 The Offices of Admissions and Records and Enrollment Services in collaboration with the Directors of Institutional Research will provide support documentation and attendance data for verification and audit purposes.
 - 2.3 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 they served.
- 3.0 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.
- 3.1 Specific procedures regarding student attendance and absences in compliance with Title 5 are published in the college catalog.

Date of Adoption: June 14, 2005

AP 5070 Attendance

Date of Last Revision: March 27, 2023 District Consultation Council
February 24, 2014 District Consultation Council