



ADMINISTRATIVE PROCEDURES

No. 5070.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

ATTENDANCE

Attendance Accounting

The District complies with State attendance accounting regulations as published in the Education Code, in Title 5 regulations, and in the California Community Colleges Chancellor's Office Student Attendance Accounting Manual.

The units of full-time equivalent student (FTES) for apportionment purposes shall be computed for courses based on the type of course, the way the course is scheduled, and the length of the course.

The District will ensure that the computation of FTES 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.

The District will maintain an academic calendar with at least 175 days of instruction or examination during the fiscal year, including flex days.

In compliance with regulations from the CCC Chancellor's Office, the Director of Admissions and Records is responsible for the reporting of FTES during the first reporting period (between July 1 and December 31), second reporting period (between July 1 and April 15), and annual reporting period (between July 1 and June 30).

The District will maintain compliance with census procedures prescribed by the CCC Chancellor's Office for all census-based credit and non-credit courses, including work experience and independent study, and with prescribed contact hours reporting procedures for courses reported on an actual hours of attendance (positive attendance) basis.

Each course section will be reported for FTES apportionment funding using one of the following attendance accounting procedures: (1) Weekly Census, (2) Daily Census, (3) Alternative Attendance Procedure – Weekly Census, (4) Alternative Attendance Procedure – Daily Census, (5) Alternative Attendance Accounting – Noncredit, or (6) Positive Attendance.

Attendance Accounting Methods

1. **Weekly Census** (full-semester credit classes): This attendance accounting method applies to course sections that are regularly scheduled for a full primary term (scheduled coterminously with fall or spring primary term). The census date at the 20% point of the term is determined in accordance with Title 5.
2. **Daily Census** (short-term credit classes): This attendance accounting method applies to course sections that meet at least five days, meet less than a full semester and are scheduled regularly with respect to the number of hours during each scheduled day. This method is used for most intersession classes and for short-term offerings within a primary term and courses offered in the summer term. Holidays are excluded from the FTES calculation. Census for these classes is taken on the scheduled day of the course that is nearest 20% of the number of days the class is scheduled to meet.
3. **Alternative Attendance Procedure – Weekly Census:** This procedure is used for full-term credit distance education courses not using other attendance accounting procedures, as well as for full-term credit independent study and cooperative work experience education courses, that are scheduled during a primary term. This attendance accounting method is based upon units rather than contact hours. The census date at the 20% point of the term is determined in accordance with Title 5.

Weekly student contact hours in distance education or independent study laboratory courses utilizing this procedure may be calculated as equivalent to the hours that would be generated for the same student effort in a laboratory course not computed using the Alternative Attendance Accounting Procedure, such as in a lab course offered on campus. The distance education or independent study course in the can be partially or wholly laboratory based.

4. **Alternative Attendance Procedure – Daily Census:** This procedure is used for credit distance education courses not using other attendance accounting procedures, as well as for credit independent study and cooperative work experience education courses, that are not scheduled conterminously with a primary term, but are scheduled during a portion of a primary term or during a summer or other intersession. This attendance accounting method is based upon units rather than contact hours. The census date is determined in accordance with Title 5.

Student contact hours in distance education or independent study laboratory courses utilizing this procedure may be calculated as equivalent to the hours that would be generated for the same student effort in a laboratory course not computed using the Alternative Attendance Accounting Procedure, such as in a lab course offered on campus. The distance education or independent study course in the can be partially or wholly laboratory based.

5. **Alternative Attendance Accounting Procedure – Noncredit:** This attendance accounting procedure is used for noncredit distance education courses. It is the only procedure that may be used for noncredit distance education courses taught asynchronously. The two census dates, at 20% and 60% of the course, are determined in accordance with Title 5 §58003.1(f)(2).
6. **Positive Attendance – Actual Hours of Attendance:** This attendance procedure is based upon a count of students present at each course meeting and is used for sections that are:
 - Irregularly scheduled with respect to the number of days of the week and the number of hours the course meets on scheduled days;
 - Scheduled for fewer than five days;
 - Open-entry/open-exit sections; or
 - Are noncredit sections.

Attendance Accounting Documentation

The following documents are produced for accounting purposes required by Title 5, Sections 58000-58060:

Weekly Census Classes:

1. Class Rosters are available online two weeks prior to the first day of instruction.
2. First Census Rosters are available online prior to the First Census Day.
3. Submission of Census Rosters must be completed within one week of the Census Day. Faculty must clear the roster of inactive enrollment. Inactive enrollment is defined as:
 - a. Students identified as no-shows;
 - b. Students have officially withdrawn; or
 - c. Students who ceased participating in the course and have been dropped by the instructor.

Daily Census Classes

1. Class Rosters are available online two weeks prior to the first day of instruction.
2. First Census Rosters are available online prior to First Census Day.
3. Submission of Census Rosters must be completed within one week of the Census Day. Faculty must clear the roster of inactive enrollment. Inactive enrollment is defined as:
 - a. Students identified as no-shows;
 - b. Students have officially withdrawn; or
 - c. Students who ceased participating in the course and have been dropped by the instructor.

Alternative Attendance – Weekly Census

1. Class Rosters are available online two weeks prior to the first day of instruction.
2. First Census Rosters are available online prior to First Census Day.
3. Submission of Census Rosters must be completed within one week of the Census Day. Faculty must clear the roster of inactive enrollment. Inactive enrollment is defined as:
 - a. Students identified as no-shows;
 - b. Students have officially withdrawn; or
 - c. Students who ceased participating in the course and have been dropped by the instructor.

Alternative Attendance – Daily Census

1. Class Rosters are available online two weeks prior to the first day of instruction.
2. First Census Rosters are available online prior to First Census Day.
3. Submission of Census Rosters must be completed within one week of the Census Day. Faculty must clear the roster of inactive enrollment. Inactive enrollment is defined as:
 - a. Students identified as no-shows;
 - b. Students have officially withdrawn; or
 - c. Students who ceased participating in the course and have been dropped by the instructor.

Alternative Attendance – Noncredit

1. Class Rosters are available online two weeks prior to the first day of instruction.
2. First Census rosters are available online prior to the First Census Day.
3. Second Census rosters are provided by the Office of Admissions and Records prior to the Second Census Day.
4. Submission of Census Rosters must be completed within one week of each Census Day. Faculty must verify those students actively enrolled as of each Census Day.

Positive Attendance – Actual Hours of Attendance

1. Class Rosters are available online two weeks prior to the first day of instruction.
2. Faculty will maintain detailed actual hours of attendance and submit them to the Office of Admissions and Records within one week of the conclusion of the course or semester, whichever is first.

The Office of Admissions and Records will maintain support documentation regarding all course enrollment, attendance and disenrollment information and maintain records in accordance with State audit regulations.

The Director of Admissions and Records will prepare census day calculations using the District's student record system.

Instructors must verify the last date of attendance for all students assigned grades of “F,” “I,” “NP,” or “W.” The Director of Financial Aid will ensure compliance with Federal Regulations (34CFR 668.22) pursuant to Return to Title IV Funds (R2T4) using faculty verification of last actual date of attendance to calculate student earned and unearned portion of Title IV Aid.

References: Title 5 Sections 58000 et seq.
34CFR 668.22