

Attendance

Reference: Title 5, Sections 58000 et seq.

The units of full-time equivalent student (FTES) for apportionment purposes shall be computed for courses, including those delivered by distance education, in accordance with Title 5 regulations.

- The term length of each college semester shall be 17.5 weeks, and the number of days in each academic year shall be 175 days (see also BP/AP 4010 - Academic Calendar).
- The units of FTES of 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 and divided by 525.
- For credit courses scheduled to meet for five (5) 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 term length, 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.
- For credit courses scheduled to meet for fewer than five (5) 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.
- 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.
- For independent study and work-experience education courses:
 - 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 above, as appropriate for the primary term or intersession and duration for which the course is scheduled by the term length multiplier (17.5) and divided by 525.

- Notwithstanding the above, the units of full-time equivalent student for any credit course other than independent study and work-experience education courses may, at the option of the District, be computed by dividing the actual student contact hours of attendance by 525.

The Registrar and the District's Institutional Researcher 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.

- FTES will be reported for periods July 1 to December 31 and between July 1 and April 15 for the current academic year.
- Annual FTES will be reported by July 1 for the previous academic year.
- Support documentation and attendance data will be available for verification and audit purposes.
- 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.
- Regular attendance is expected of every student. Attendance at the first class meeting is strongly recommended and any student not attending the first two (2) weeks of classes (10 school days) will be dropped as a "no-show."

The Admission and Records Office prepares permanent class rosters from the program and change of program cards which reflect enrollment as of the first census day. Faculty is given their respective class enrollment rosters for recording attendance and reporting final grades. At the end of the semester, faculty return enrollment sheets reflecting attendance and final grades to the Registrar.

See also BP 4265-PVC - Attendance Accounting Policy
See also BP/AP 5075 - Course Adds and Drops

(Formerly a part of PVC Administrative Regulation 5140)

10/29/08 College Council Approval
11/18/08 Board First Read
12/9/08 Board Second Read and Approval