
Kern Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5070 ATTENDANCE

References:

Education Code Sections 84500 and 84501;
Title 5 Sections 58000 et seq.

NOTE: *This procedure is **legally required**. Local practice may be inserted, but must reflect the requirements of Title 5 and the Budget and Accounting Manual regarding attendance accounting. Requirements include the following broad areas:*

- *Computation of units of full time equivalent student (FTES) based on the type of course, the way the course is scheduled, and the length of the course*
- *Selection of a single primary term length for credit courses*
- *Reporting of FTES during the “first period” (between July 1 and December 31) and “second period” (between July 1 and April 15)*
- *Compliance with census procedures prescribed by the State Chancellor’s Office for all credit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis*
- *Preparation of census day procedure tabulations*
- *Preparation of actual student contact hours of attendance procedure tabulations*
- *Preparation (as applicable) of actual apprentice hours of teaching procedure tabulations*
- *Preparation of support documentation regarding all course enrollment, attendance and disenrollment information.*
- *Computation of FTES that 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/she served.*
- *Maintenance of the colleges in the District for at least 175 days during the fiscal year.*

Sample 1 from another District:

Attendance Accounting

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

Attendance records shall be maintained by faculty prior to census according to rules and regulations prescribed by the Board of Governors of the California Community Colleges. The only official rosters for all classes are the records stored on the District's student information system. Prior to census, each faculty member shall verify class rosters and drop students who never attended.

Daily attendance records for each student shall be maintained by faculty teaching courses designated as positive attendance courses. Additionally, faculty are responsible for maintaining these records and inputting student attendance hours into the District's student information system.

District attendance accounting includes:

- Computation of units of full time equivalent student (FTES) based on the type of course, the way the course is scheduled, and the length of the course.
- Selection of a single primary term length for credit courses.
- Reporting of FTES during the "first period" (July 1 - December 31), "second period" (July 1 - April 15), and "annual reports" (July 1 – June 30).
- Compliance with census procedures prescribed by the California Community Colleges Chancellor's Office for all credit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis.
- Preparation of census day procedure tabulations.
- Preparation of actual student contact hours of attendance procedure tabulations.
- Preparation (as applicable) of actual apprentice hours of teaching procedure tabulations.
- Preparation of support documentation regarding all course enrollment, attendance, and disenrollment information.
- Computation of FTES that 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/she served.

Student Attendance

Regular attendance is an obligation assumed by every student at the time of registration. Extenuating circumstances are verified cases of accidents, illnesses, other circumstances beyond the student's control, and other conditions defined by the Governing Board and in published regulations. Leaves of absence of one week or longer for health or personal reasons must be requested from the Chief Student Services Officer (CSSO) or designee. Students who withdraw from classes are responsible for initiating the drop process by appropriate deadlines.

Students are expected to attend the first class meeting. Students who are not in attendance at the first class meeting are considered “no-shows” and the faculty may drop such persons in order to give their seats to non-registered students seeking to enroll. Also, a faculty member may withdraw a student from semester-length courses at any time for excessive absence through the 9th week of the Fall/Spring Semesters, and 60% point of the class for Summer and courses less than a semester in length. As a guideline, absence is considered excessive if a student misses three class meetings or the equivalent of one week of class attendance, or according to absence guidelines as published in the course syllabus.

Absence due to a verified illness may be accepted as an excused absence for a limited period of time.

Students are expected to notify faculty by e-mail and/or phone message if they are absent for a medical reason. Students are expected to make appointments for medical and dental treatments at times other than when classes are scheduled. Students anticipating or encountering extended absences due to medical, personal, or family emergencies should contact the Dean, Student Support Services.

It is the student’s responsibility to officially withdraw by stated deadlines either online or in person in Admissions & Records. Students failing to officially withdraw by the deadline may receive an “F” or “FW” grade.

Religious Accommodations

The District shall permit any student who is eligible to undergo the test or examination to do so, without penalty, at a time when that activity would not violate the student’s religious creed. The student shall notify the instructor before the religious holiday. This requirement shall not apply in the event that administering the test or examination at an alternate time would impose an undue hardship which could not reasonably have been avoided.

Also see BP/AP 3410 titled Nondiscrimination, BP/AP 5052 titled Open Enrollment, BP/AP 5055 titled Enrollment Priorities, and AP 5075 titled Course Add, Drops, and Withdrawals.

Sample 2 from another District:

Pursuant to Title 5 section 58000 et seq., the Department of Finance, the Auditor General, and the California Community Colleges Chancellor’s Office, documentation requirements are maintained to promote standardized, accurate reporting of data used for calculating the state general fund apportionment and to facilitate annual audits required of the district. Appropriate support records include the following:

- Computation of units of full time equivalent students (FTES) based on the type of course, the way the course is scheduled, and the length of the course;

- Selection of a single primary term length for credit courses;
- Reporting of FTES during the “first period” (between July 1 and December 31) and “second period” (between July 1 and April 15);
- Compliance with census procedures prescribed by the California Community College Chancellor’s Office for all credit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis;
- Preparation of census day procedure tabulations;
- Preparation of actual student contact hours of attendance procedure tabulations;
- Preparation (as applicable) of actual apprentice hours of teaching procedure tabulations;
- Preparation of support documentation regarding all course enrollment, attendance and disenrollment information;
- Computation of FTES that 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/she served;
- Verification of a minimum of 175 days of instruction during the fiscal year.

Attendance Requirements

Students are expected to attend all meetings of the courses in which they are enrolled. Meetings include regularly scheduled sessions of the course, and other required activities such as field trips, athletic meets, and performance. It is the responsibility of the instructor to notify the students of all such required activities early enough in the semester to enable students to attend all meetings.

Absences

After an absence it is the responsibility of the student to inform the instructor of the reason for the absence and arrange to make up the course work missed. Excused absences for which work may be made up with the instructor's approval include:

(1) Absences due to illness, bereavement, personal emergency, or medical appointment; and

(2) Absences due to required attendance at approved field trips, performances, or intercollegiate events.

Instructor Drop

An instructor may drop a student who has missed three class meetings in a regular semester class that meets two or more times a week or who has missed two class meetings in a class that meets once a week. Instructors teaching classes that meet less than a full semester (summer, winter, short term) may allow fewer absences.

If a student fails to attend the entire first class meeting of a term without prior permission from the instructor, the student will be considered to have never enrolled and the instructor may give that seat to another student.

Census Reporting

Instructors shall clear the rolls of students who have never entered the course as of census day for each section.

Re-enrollment

To re-enroll in a course after being dropped by the instructor; a student must submit to the Admissions and Records Office a Program Change Form signed by the instructor. If a student is re-enrolled, any subsequent absence shall be considered sufficient reason for the instructor to drop the student.

Late Registration

To register for a class after the add deadline, which is the day before census, a student must submit to the Admissions and Records Office a Late Add Petition, signed by the student, the area Dean, and the instructor. The petition must set forth the extenuating circumstances that justify allowing the student to register for the class after the add deadline. The decision to either grant or deny the petition shall be made by the Dean of Admissions and Records. Apportionment shall only be claimed for students that were in attendance prior to census.

Sample 3 from another District:

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 or days. The number of days in each academic year shall be 175 days; the term length of each primary term shall be 17.5 weeks.

FTES for credit sections scheduled co-terminously within the primary terms (exclusive of independent study and work-experience education sections) shall be computed by multiplying the student contact hours of active enrollments as of Monday of the week nearest to one-fifth of the length of the term by the term length multiplier (17.5) and dividing by 525.

For credit sections that are not scheduled co-terminously within the college's primary terms but are scheduled to meet for five or more days and are regularly scheduled with

respect to the number of hours on each scheduled day, FTES (exclusive of independent study and work-experience education sections) shall be computed by multiplying the daily student contact hours of active enrollments as of the census day nearest to one-fifth of the length of the section by the number of days the section is scheduled to meet and dividing by 525. This attendance accounting method also applies to credit sections that meet the aforementioned scheduling criteria that are offered in the summer semester.

For credit sections scheduled to meet for fewer than five days, and all credit sections that are irregularly scheduled with respect to the number of days of the week and the number of hours that the section meets on the scheduled days, 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 sections and for all noncredit sections otherwise eligible for state apportionment, FTES shall be computed by dividing actual student contact hours of attendance by 525.

For independent study and work-experience education credit sections, one weekly student contact hour shall be counted for each unit of credit for which a student is enrolled in one of those sections as of the census date or day. The FTES of those sections shall be computed by multiplying the units of credit for which students are enrolled in as of the census date or day by the appropriate term length multiplier and dividing by 525.

Notwithstanding previous attendance accounting methods defined in this administrative procedure, FTES for any credit section other than independent study and work-experience education sections may be computed by dividing the actual student contact hours of attendance by 525.

The Chief Institutional Research Officer shall verify compliance with prescribed California Community Colleges Chancellor's Office procedures for reporting attendance according to valid census dates and FTES calculations for all credit and non-credit sections.

FTES will be reported to the California Community Colleges Chancellor's Office on or prior to the following dates for the following periods:

- By January 15th of each year for the period between July 1 and December 31 for the current fiscal year
- By April 20th of each year for the period between July 1 and April 15 for the current fiscal year
- By July 15th of each year for the previous fiscal year (July 1 through June 30).

- [As necessary or applicable, reports reflecting correction of attendance hours or adjustments to reporting for the prior fiscal year will be submitted to the California Community Colleges Chancellor's Office no later than November 1st.](#)

[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.](#)

(NOTE: Also see sample language from other Districts included in the notebook)

[Also see the Kern CCD Apportionment Attendance Report Checkoff List](#)

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **blue ink** is included for consideration.

Approved:

(This is a new procedure)

Legal Citations for AP 5070

EDUCATION CODE - EDC

TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]

(Title 3 enacted by Stats. 1976, Ch. 1010.)

DIVISION 7. COMMUNITY COLLEGES [70900 - 88651]

(Division 7 enacted by Stats. 1976, Ch. 1010.)

PART 50. FINANCE [84000 - 85304]

(Part 50 enacted by Stats. 1976, Ch. 1010.)

CHAPTER 4. Attendance [84500 - 84501]

(Chapter 4 repealed and added by Stats. 1990, Ch. 1372, Sec. 679.)

84500.

Attendance shall be recorded and kept according to rules and regulations prescribed by the board of governors, subject to this chapter.

(Repealed and added by Stats. 1990, Ch. 1372, Sec. 679.)

84501.

Commencing with the 1991–92 fiscal year, the term “community college average daily attendance” (ADA) means full-time equivalent student (FTES) as that term is defined by regulations adopted by the Board of Governors of the California Community Colleges.

(Amended by Stats. 1995, Ch. 758, Sec. 123. Effective January 1, 1996.)

Title 5 Sections 58000 et seq.

Cal. Admin. Code tit. 5, s 58000

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 9. FISCAL SUPPORT
SUBCHAPTER 1. ATTENDANCE
ARTICLE 1. GENERAL PROVISIONS

s 58000. Introduction.

The documentation requirements set forth in this subchapter have been developed to promote standardized, accurate reporting of data used for calculating the State general apportionment, and to facilitate audits of related community college records. This documentation, based on detailed tabulations of course sections and appropriate support records as described below, shall be available to the auditor retained by the district pursuant to Education Code Section

84040, the Department of Finance, the Auditor General, and the Chancellor's Office. These records may also be required by federal auditors when federal funds are involved.

Cal. Admin. Code tit. 5, s 58002

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DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
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SUBCHAPTER 1. ATTENDANCE
ARTICLE 1. GENERAL PROVISIONS

s 58002. Change in Academic Year Terms.

Prior to any change in academic year terms, including the addition, deletion, shortening, or lengthening of any term, the governing board of a district shall request and obtain the approval of the Chancellor. The provisions of Subchapter 8 (commencing with Section 55700) of Chapter 6 shall govern the content, review, and approval of such requests.

Cal. Admin. Code tit. 5, s 58003

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ARTICLE 2. ATTENDANCE REPORTING PROCEDURES

s 58003. Computation of ADA.

5 CCR § 58004

Cal. Admin. Code tit. 5, § 58004

Title 5. Education

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☞ [Article 2.](#) Attendance Reporting Procedures

➡ **§ 58004. Application of Census Procedures.**

(a) The census procedures specified in subdivisions (b) and (c) of section 58003.1 shall apply to all credit courses, except for work experience and independent study pursuant to subdivision (f) of section 58003.1, and credit courses which are being reported on an actual attendance basis pursuant to subdivision (g) of section 58003.1.

(b) The single primary term length census procedure specified in subdivision (b) of section 58003.1 shall be applied using the following:

(1) The term length multiplier shall be determined by counting each week in which at least three days of instruction or examination in term length courses are scheduled.

(2) Courses scheduled coterminous with the term are those courses scheduled to meet each week of the term, exclusive of final examination scheduling.

(3) The census procedure specified in this subdivision may not be applied to any term shorter than ten weeks.

(c) Districts shall, according to procedures adopted by the governing board, clear the rolls of inactive enrollment. Inactive enrollment in a course is defined as follows:

As of each census day, any student who has

(1) Been identified as a no show, or

(2) Officially withdrawn from the course, or

(3) Been dropped from the course. A student shall be dropped if no longer participating in the course, except if there are extenuating circumstances. "No longer participating" includes, but is not limited to, excessive unexcused absences but must relate to nonattendance. "Extenuating circumstances" are verified cases of accidents, illness, other circumstances beyond the control of the student, and other conditions defined by the governing board and published in regulations. The "drop date" shall be the end of business of the day immediately preceding the census day.

Note: Authority cited: Sections 66700, 70901, 78401 and 84500, Education Code.
Reference: Sections 70901 and 84500, Education Code.

HISTORY

1. New section filed 11-10-82; effective thirtieth day thereafter (Register 82, No. 46).

2. Amendment of subsections (a) and (b) and Note filed 5-15-93; operative 6-4-93 (Register 93, No. 25).

3. Amendment of subsections (a), (b)(3) and (c)(3) filed 3-15-2006; operative 4-14-2006. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2006, No. 17).

5 CCR § 58006

Cal. Admin. Code tit. 5, § 58006

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➡ **§ 58006. Application of Actual Student Contact Hours of Attendance Procedure.**

The actual student contact hours of attendance procedure is based upon a count of students present at each course meeting, and shall apply to:

- (a) All credit courses (exclusive of independent study, work experience and distance education courses computed using the alternative attendance accounting procedure described in subdivision (f) of section 58003.1) scheduled to meet for fewer than five days, or credit courses of five or more days which are scheduled irregularly with respect to the number of days of the week and the number of hours the course meets;
- (b) All open entry/open exit courses;
- (c) All noncredit courses otherwise eligible for state aid except those computed using the alternative attendance accounting method described in subdivision (f)(2) of section 58003.1;
- (d) Inservice training courses in the areas of police, fire, corrections, and other criminal justice system occupations as defined in subdivision (c) of section 58051.
- (e) The attendance of students other than indentured apprentices who are actively enrolled in apprenticeship courses of related and supplemental instruction.
- (f) A district may use, but shall not be required to use the actual student contact hours of attendance procedure for any other credit course, exclusive of independent study and work experience education courses, which it offers.

Note: Authority cited: Sections 66700 and 70901, Education Code.
Reference: Sections 70901 and 84500, Education Code.

HISTORY

1. Amendment of subsections (d) and (f) and Note filed 5-15-93; operative 6-4-93 (Register 93, No. 25).
2. Amendment of subsections (a) and (c) filed 5-16-2008; operative 6-15-2008. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2008, No. 21).

5 CCR § 58007
Cal. Admin. Code tit. 5, § 58007

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➔ **§ 58007. Noncredit Courses.**

Contact hours of enrollment in noncredit courses, except for noncredit courses using the alternative attendance accounting procedure described in subdivision (f)(2) of section 58003.1, shall be based upon the count of students present at each course meeting. Full-time equivalent student in noncredit courses shall be computed by dividing the sum of contact hours of enrollment by 525, except for noncredit courses using the alternative attendance accounting procedure described in section 58003.1(f)(2).

Nonresidents may be claimed for purposes of calculating full-time equivalent student only if they are living in California during the period of attendance and are otherwise eligible for such purposes as provided in this chapter.

Note: Authority cited: Sections 66700 and 70901, Education Code.
Reference: Section 70901, Education Code.

HISTORY

1. New section filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
2. Amendment filed 4-29-94; operative 5-29-94. Submitted to OAL for printing only (Register 94, No. 18).
3. Amendment filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).
4. Editorial correction of History 1 (Register 95, No. 23).
5. Amendment filed 5-20-2002; operative 6-19-2002. Submitted to OAL for printing only (Register 2002, No. 26).
6. Amendment of section heading and section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).
7. Amendment filed 5-16-2008; operative 6-15-2008. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2008, No. 21).

5 CCR § 58008
Cal. Admin. Code tit. 5, § 58008

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➡ **§ 58008. Application of Actual Clock Hours of Teaching Procedure.**

Actual clock hours of teaching procedure is based upon a count of each 50- through 60-minute hour of instruction devoted to each indentured apprentice enrolled in and attending apprenticeship courses of related and supplemental instruction pursuant to Labor Code section 3074.

Note: Authority cited: Sections 8150-8153.5, 66700 and 70901, Education Code; and Section 3074, Labor Code. Reference: Sections 8150-8153 and 70901, Education Code; and Section 3074, Labor Code.

HISTORY

1. Amendment of section and Note filed 5-15-93; operative 6-4-93 (Register 93, No. 25).

2. Change without regulatory effect amending section and Note filed 3-15-2006 pursuant to section 100, title 1, California Code of Regulations. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2006, No. 17).

5 CCR § 58009
Cal. Admin. Code tit. 5, § 58009

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➡ **§ 58009. Application of Alternate Attendance Procedure for Independent Study, Work-Experience and Certain Distance Education Courses.**

(a) For independent study, cooperative work-experience and distance education courses using the attendance accounting procedure specified in subdivision (f) of section 58003.1, one weekly student contact hour shall be counted for each unit of credit for which the student is enrolled as of the census day prescribed in section

58003.1(b) or (c), except for independent study or distance education laboratory courses. For independent study or distance education laboratory courses, weekly student contact hours shall be equivalent to those which would be generated for the same student effort in a laboratory course computed pursuant to subdivisions (b) or (c) of section 58003.1. For purposes of this section only, a "distance education laboratory course" means a distance education course which consists partly or exclusively of laboratory work.

(b) For credit courses, full-time equivalent student in courses described in subdivision (a) offered during primary terms is computed by multiplying the weekly student contact hours authorized pursuant to subdivision (a), generated as of the census date prescribed in section 58003.1(b) by the term length multiplier as provided for in section 58003.1, and dividing by 525.

(c) For noncredit courses described in subdivision (a), full-time equivalent student is computed on a census basis as prescribed in section 58003.1(f)(2).

(d) Full-time equivalent student in credit courses described in subdivision (a) which are conducted during a summer or other intersession is computed by multiplying the weekly student contact hours, authorized pursuant to subdivision (a) of this section, generated in each course, by a course length multiplier that produces the same total weekly student contact hours for the same student effort as would be generated in such courses conducted in the primary terms, and dividing by 525.

Note: Authority cited: Sections 66700 and 70901, Education Code.
Reference: Section 70901, Education Code.

HISTORY

1. New section filed 6-8-83; effective thirtieth day thereafter (Register 83, No. 24).
2. Amendment filed 6-4-85; effective thirtieth day thereafter (Register 85, No. 23).
3. Amendment of subsections (a) and (b) and Note filed 5-15-93; operative 6-4-93 (Register 93, No. 25).
4. Amendment filed 4-29-94; operative 5-29-94. Submitted to OAL for printing only (Register 94, No. 18).
5. Amendment of section heading and text filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).
6. Amendment of subsection (c) filed 12-27-2000; operative 1-26-2001. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2001, No. 7).
7. Amendment of subsection (c) filed 12-3-2001; operative 1-2-2002. Submitted to OAL for printing only (Register 2001, No. 50).

8. Amendment filed 5-20-2002; operative 6-19-2002. Submitted to OAL for printing only (Register 2002, No. 26).

9. Amendment of subsections (a), (b) and (d) filed 3-15-2006; operative 4-14-2006. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2006, No. 17).

10. Amendment of subsections (b) and (c) filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

11. Amendment of section heading and section filed 5-16-2008; operative 6-15-2008. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2008, No. 21).

5 CCR § 58009.5
Cal. Admin. Code tit. 5, § 58009.5

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➔ **§ 58009.5. Computation for Work-Experience Education Programs.**

For the purposes of computing full-time equivalent student of community college students in cooperative education or work-experience education programs, the following provisions shall apply.

(a) One student contact hour is to be counted for each unit of cooperative education or work-experience credit in which a student is enrolled during any census period. In no case shall duplicate student contact hours be counted for classroom study and cooperative education or work-experience. The maximum contact hours counted for a student shall not exceed the maximum number of cooperative education or work-experience units for which the student may be granted credit under the rules and regulations of the Chancellor's Office.

(b) "Immediate supervision" of off-campus work stations shall be defined as student participation in on-the-job training as outlined under a training agreement, coordinated by the community college district under a state-approved plan, wherein the employer and the qualified community college coordinator share responsibility for on-the-job supervision.

Note: Authority cited: Sections 66700 and 70901, Education Code.
Reference: Section 70901, Education Code.

HISTORY

1. New section filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
2. Amendment of section heading, first paragraph and subsection (a) filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).
3. Editorial correction of History 1 (Register 95, No. 23).

5 CCR § 58010

Cal. Admin. Code tit. 5, § 58010

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➔ **§ 58010. Reporting Date Procedures.**

The governing board of each community college district shall report full-time equivalent student in accordance with the provisions of section 58003.4.

(a) Full-time equivalent student for courses using census procedure may be reported in either the fiscal year in which the census day procedure is completed or in which the course ends.

If the summer, full-time equivalent student, reported by a district as specified above, impacts other districts' apportionment to the detriment of the system by maximizing the district's reported FTES, and thereby resulting in the district's prior or succeeding year's reported FTES being less than its funded base FTES, the Chancellor shall have the authority to prescribe to the district the reporting of its summer FTES.

(b) For courses using actual student contact hours of attendance procedure, the full-time equivalent student shall be reported in the period immediately following the completion of the course, even if the course overlaps fiscal years.

Note: Authority cited: Sections 66700 and 70901, Education Code.

Reference: Section 70901, Education Code.

HISTORY

1. Amendment of section and Note filed 2-4-93; operative 3-6-93 (Register 93, No. 6).

2. Amendment filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

3. Amendment of subsection (a) and new subsection (c) filed 9-3-98; operative 10-3-98. Submitted to OAL for printing only (Register 98, No. 37).

4. Amendment of first paragraph and repealer of subsection (c) filed 3-15-2006; operative 4-14-2006. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2006, No. 17).

5 CCR § 58012

Cal. Admin. Code tit. 5, § 58012

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➔ **§ 58012. Decimals; Rounding Off; References to Whole Numbers.**

In any computation of full-time equivalent student made under, or necessitated by any provision of law, the full-time equivalent student shall be computed to four decimal places and rounded to two decimal places for the purpose of reporting to the Chancellor's Office.

Whenever any reference is made to a specific whole number of units of full-time equivalent student said number shall include any fraction above said number which is less than one-half of a unit and any fraction of one-half or more of a unit above the next lowest whole number.

Note: Authority cited: Sections 66700 and 70901, Education Code.
Reference: Section 70901, Education Code.

HISTORY

1. New section filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).

2. Amendment filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

3. Editorial correction of History 1 (Register 95, No. 23).