Kern Community College District
Board Policy
Chapter 5 – Student Services

BP 5070 ATTENDANCE

References:
Title 5 Sections 58000 et seq.

NOTE: *This policy is unique to the Kern CCD.*

- **From current KCCD Policy 4C8 titled Attendance**

~~4C8A~~ Each College will develop and publish procedures related to attendance of students.

~~4C8B~~ The District will develop attendance accounting procedures in accordance with established State law and regulations. ~~(See Procedure 4C8B of this Manual for the Apportionment Attendance Report Checkoff List.)~~

NOTE: *The language below is unique to the Kern CCD. Consider whether it is still relevant.*

- **From current KCCD Policy 4F11 titled Sunday Practices**

Sunday Practices
College activities such as dramatics, orchestra, rehearsals, and other activities should not be scheduled on Sundays. If emergencies arise where Sunday practice is necessary, students should not be penalized if they find it inadvisable to attend because of conflicts with religious activities or beliefs.

Also see BP/AP 4010 titled Academic Calendar and AP 5070 titled Attendance Accounting

NOTE: *This policy is unique to the Kern CCD. The language in* ***black ink*** *is from current KCCD Policy 4C8 titled Attendance with no adoption date and revised in November 2014 and Policy 4F11 titled Sunday Practices with no adoption date and revised in November 2014. The language in* ***blue ink*** *is included for consideration.*

Adopted:
Revised:

(Replaces Policies 4C8 and 4F11)

Legal Citations for BP 5070

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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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

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§ 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 toEducation 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 shallbe 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 toEducation 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 toEducation 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).