



ADMINISTRATIVE **PROCEDURE**

5070

DESERT COMMUNITY COLLEGE DISTRICT

ATTENDANCE ACCOUNTING

Attendance accounting requirements include the following 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 that capacity.
- Maintenance of the colleges in the District for at least 175 instructional days during the fiscal year.

The College of the Desert Catalog and Schedule of Classes contain the most recent information on Attendance requirements. This information is updated annually in consultation with the Academic Senate for currency and correctness.

References: Title 5, Sections 58000 et seq.

Cabinet Approved: August 31, 2010

Executive Cabinet Review/Approval: May 9, 2017

College Planning Council Review/Approval, 1st Reading: May 12, 2017

College Planning Council Review/Approval, 2nd Reading: May 26, 2017

Board Meeting/Information Item: June 15, 2017

Next Review: June 2022

Administrator: VP Student Success