



AP 5070 Attendance

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 coterminously 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 coterminously 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



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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 State 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 State 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 State 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 they served.

References: Education Code Sections 76222 and 76232;
Title 5 Section 54630

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