

AP 5070 Attendance

Reference:

Title 5, Sections 58000 et seq.

Procedures for Attendance Accounting

The attendance method of courses, their length and the way they are scheduled is determined by Academic Services in accordance with the California Community College Student Attendance Accounting Manual.

The length of the primary term is determined by Academic Services.

Scheduling and verification of 175 days of instruction is the responsibility of Academic Services.

All courses included for attendance accounting must meet the immediate supervision and control of an academic employee requirements as stated in the California Community College Student Attendance Accounting Manual. Compliance is the responsibility of Academic Services.

Instructors are required to submit signed census rosters to the Admissions and Records Office for all courses. No-shows who were not previously dropped on opening-day rosters are identified by instructors and drop procedures followed to ensure no-shows are excluded from apportionment accounting. Documentation of drops is retained on the census rosters with names of students to be dropped highlighted or by instructor drop cards.

Census rosters are retained by the Admissions and Records Office in accordance with the District records retention policy.

Actual hours of attendance for all positive attendance courses are input in the computer by the instructors in accordance with final grade submission procedures.

Attendance accounting reports designed for completing the 320 report are included in the SCT Banner integrated administrative computer system used by the District. The Chief Admissions and Records Officer is responsible for setting the parameters, running the reports, verifying accuracy, transferring the data to the 320 report, and retaining all support documentation.

The Chief Admissions and Records Officer prepares and submits the first period, second period and annual 320 apportionment reports in accordance with all regulations and guidelines in the California Community College Student Attendance Accounting Manual.