

## ACADEMIC SENATE EDUCATIONAL POLICIES COMMITTEE

### AGENDA

Tuesday, Sept. 29  
1:00-1:50 SOCS 123

**Fall Meetings from 1-1:50 pm in SOCS 123:** Tues Sept 13; Thurs Sept 29; Tues Oct 11; Tues Oct 25; Tues Nov 8; Tues Nov 22; Tues Dec 13 (tentative)

**Members:** Christina Gold (Chair), Mark Fields, Vanessa Haynes, Chris Jeffries, Karl Striepe, Lori Suekawa and Linda Ternes.

#### **I) BP/AP 5070 Attendance**

Background: We reviewed AP 5070 Attendance five times last year with David Mussaw. Since then, Dean's Council has reviewed it twice and made revisions. Bill Mulrooney has also made comments. It has been decided that the current draft contains too much content that is outside the bounds of an attendance procedure and too much detail. A new, concise draft needs to be created. Also, we will discuss the possible elimination of BP 5070.

#### **II) Follow-up Re: Combining No Show and Active Enrollment Reports**

Background: The discussion of AP 5070 Attendance last year led to a discussion of combining the No Show and Active Enrollment reports.

#### **III) Follow-up Re: Switching to +/- Grading**

Background: The discussion of AP 5070 Attendance last year led to a discussion of possibly switching to +/- grading.

#### Educational Policy Committee Packet for September 29, 2016

1. BP 5070 Attendance
2. BP 4010 Calendar
3. AP 5070 Attendance (concise version)
4. AP 5070 Attendance (previous draft)
5. AP 5070 Attendance (CCLC template)
6. AP 5070 Attendance (Citrus College)
7. AP 5070 Attendance (Grossmont-Cuyamaca College)
8. BP 4230 Grading and Academic Record Keeping
9. BP 4230 Grading and Academic Record Symbols (CCLC template)
10. AP 4230 Grading and Academic Record Symbols (CCLC template)
11. Title 5 §55023 Academic Record Symbols and Grade Point Average

**Board Policy 5070****Attendance**

The Superintendent/President shall, in consultation with the appropriate groups, develop and submit to the Board for approval an academic calendar with at least 175 days of instruction and/or evaluation in order to qualify for full apportionment from the State School Fund.

**Board Policy****4010 Academic Calendar**

The Superintendent/President shall, in consultation with the appropriate constituent group representatives on the Calendar Committee, develop and submit to the Board for approval an academic calendar.

## NEW ADMINISTRATIVE PROCEDURE

AP 5070

ATTENDANCE

### Attendance Accounting

Pursuant to California Education Code section 84040, Title 5 section 58000 et seq., the Department of Finance, the Auditor General, and the California Community College 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.

Attendance accounting requirements include the following areas:

- Computation FTES is 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), "second period" (between July 1 and April 15), and an "annual" report (between July 1 and June 30)
- Compliance with census procedures prescribed by the California Community College Chancellor's Office for all 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 (commonly referred to as positive attendance) 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 or she served.
- Maintenance of the college and center in the District for at least 175 days during the fiscal year.

### Student Enrollment, Attendance, Withdrawal, and Drop

To document and verify information submitted to the State Chancellor's Office, the Admissions and Records Office shall process and maintain records of student registration, class enrollment, attendance, withdrawals, drops, and grades. Documents and records that support apportionment claims shall be maintained by the Office of the Vice President, Academic Affairs, the Admissions and Records Office and the Office of Information Technology. At the end of each semester instructors shall submit a report

including dates of withdrawals, adds, reinstates, and final grades to the Admissions and Records Office.

#### A. Course Enrollment

1. Attendance Roster - Instructors shall maintain accurate attendance rosters and it is the responsibility of the instructor to verify their roster online to ensure accuracy in enrollment. The Admissions and Records Office shall distribute, collect, and input attendance rosters for courses coded as positive attendance.
2. Waiting List – If the instructors choose to add students, instructors must add students to the class in the order in which they appear on the waiting list before they add any students who do not appear on the waiting list.
3. Student Adds – Once the class begins, students must add the class online using the add codes provided to each instructor. A student who fails to officially add a course by the add deadline will not be added.
4. Reinstatements - Instructors may reinstate students who were previously enrolled and dropped, but continue to attend.

#### B. No Show Reports

Instructors must submit the No Show Report online by the deadline. The No Show Report may not be processed prior to the start of the class section and it may be filed only once. If an instructor failed to drop a student who did not show in the No Show Report, the instructor must drop the student on the Active Enrollment report.

#### D. Active Enrollment Report

The Active Enrollment Report is an audit document that is used for determining federal and state funding. It must reflect the enrollment of the class as of census. In preparation for submitting the report, Instructors must review their rosters to verify that students who were given permission to add appear on the roster. Students who failed to officially enroll are asked to leave the class. In the Active Enrollment Report, Instructors drop students who are no longer participating in the course as of the last date of attendance.

#### C. Withdrawal by Instructor

After the Active Enrollment Report deadline, Instructors may use the active enrollment link online to drop a student anytime during the term up until the deadline to drop with a W. Instructors may withdraw students whose absences exceed 10% of the scheduled class meeting time.

#### D. Withdrawal by Student

The Admissions and Records Office and the Office of Information Technology shall provide students with the ability to withdraw prior to the deadline to withdraw with a W and the Admissions and Records Office shall have a process for students to petition to withdraw after the deadline for documented extenuating circumstances.

**References:**

Title 5 Sections 55000 et seq; 5800 et seq.; 59112; 59118; and 59020 et seq.

Education Code section 84040

State Chancellor's Office Student Attendance Accounting Manual (SAAM)

Agreement between El Camino Community College Agreement and El Camino College  
Federation of Teachers, Local 1388, AFT, AFL-CIO

Contact: David Mussaw

Academic Senate Educational Policies Committee: 5 readings in Fall and Spring 2015/16

Deans Council: 4/4/16, 9/22/16

Academic Senate:

College Council:

NEW ADMINISTRATIVE PROCEDURE

AP 5070

ATTENDANCE

Commented [JS1]: Dean's Council review 9/21/16

I. ACADEMIC CALENDAR

The Superintendent/President shall, in consultation with the appropriate groups, develop and submit to the Board for approval an academic calendar with at least 175 days of instruction and/or evaluation in order to qualify for full apportionment from the State School Fund.

Commented [GF2]: On 4/4/16 Dean's Council reviewed AP 5070 and had three main revisions/questions. Those are addressed in the comments below.

For a day to count towards meeting the requirements of Title 5 section 58142, courses of instruction must be offered for a minimum of three hours during the period of 7 a.m. and 11 p.m.

Days of final examination may be counted toward meeting the requirements of Title 5 section 58210 and 58142, provided that:

- (1) such examinations are administered under the immediate supervision and control of an appropriate academic employee of the district; and
- (2) not more than fourteen days of final examinations shall be counted for any academic year, as defined by the district.

A. Professional Development

Each 10-month full-time faculty member shall be responsible for 24 hours of professional development and each 12-month full-time faculty member shall be responsible for 9 hours of professional development.

Commented [GF3]: #1. The word "flex" was used throughout this section. It was changed to "professional development." Please note that this language is from the faculty contract and some parts of this section of the contract still use the word "flex." It should probably be updated.

- 1. A total of four (4) days shall be identified for professional development on the academic calendar. A professional development day shall consist of six (6) hours.
- 2. The first day of the fall semester shall be a professional development day, with six (6) hours of scheduled activities mandatory for all full-time faculty members. The morning of the first day of the spring semester shall be three (3) hours of scheduled professional development activities mandatory for all full-time faculty members. The additional fifteen (15) hours of required professional development activities will be required of all 10-month faculty and may be completed with activities selected at the faculty member's discretion.

Commented [CG4]: Bill Mulrooney's comment: "The section of AP5070 on Professional Development (I.A.) was either authored by Dr. Francisco Arce, or Analyst Lovell Alford, or both. I can see the concerns of the deans and others. The wording was taken out of the contract. That wording is subject to change with a new contract. If the Deans' Council and the Academic Senate want to streamline this section and make it more generic, I have no objection. Perhaps just referring to the contract rather than quoting it would suffice."

a) ~~If a faculty member misses a mandatory professional development day, he/she shall be charged under the appropriate leave account in~~

Commented [JS5]: This much detail about professional development doesn't need to be in the attendance policy. It rather is directed at student attendance.

~~proportion to the missed professional development time and may not make up the absence. For the purposes of this Article, six hours of professional development time shall be equal to one day of absence. Any portion of the six hours missed shall be considered a partial absence and shall be charged accordingly.~~

~~b) If a faculty member does not complete any portion of the additional 15 hours of required professional development activities by May 15, his/her pay shall be deducted for any of the professional development hours not completed.~~

3. Faculty members on extended leave (e.g., sabbatical, study abroad, faculty exchange, catastrophic illness, etc.) shall have their twenty-four (24) hour professional development obligation proportionately reduced for that academic year.
4. The professional development requirements shall apply equally to full-time temporary faculty members, with the twenty-four (24) hour requirement pro-rated if the assignment is less than 100%.

#### B. Primary Term

The governing board of the district, with the approval of the state Chancellor's Office, established a single primary term of sixteen weeks in length. Credit courses scheduled coterminously with the primary term are those courses scheduled to meet the same number of weeks (including final examination scheduling) as the primary term.

#### C. Intersessions

The district may maintain intersessions in accordance with rules and regulations adopted by the Board of Governors.

## II. STUDENT ENROLLMENT, ATTENDANCE, WITHDRAWAL, AND DROP

To document and verify information submitted to the State Chancellor's Office in the areas of enrollment, attendance, withdrawal, and drop, the Admissions and Records Office shall retain appropriate records. These records, whether original hard copy, imaged, electronic, or in microfiche, shall provide accurate enrollment information, attendance and contact hours data, and shall be readily available for audits and internal controls.

The supporting records that document and trace student enrollment, attendance, withdrawal, and drop, shall be used according to the procedures as outlined below:

#### Commented [GF6]:

2. At Deans Council concerns were raised about professional development requirements and different kinds and lengths of leaves of absence. Although the concerns make sense, the language in this section is verbatim from the contract and any changes will need to be negotiated. The contract language is below.

#### Article 8. Hours and Working Conditions

##### Section 21. Flex Time Credit

Each 10-month Full-Time Faculty Member shall be responsible for 24 hours of

Professional Development and each 12-month Full-Time Faculty member shall be responsible for 9 hours of Professional Development.

(a) A total of four (4) days shall be identified for Faculty Development (Flex) on the academic calendar. A Flex day shall consist of six (6) hours.

(b) The first day of the fall semester shall be a Flex day, with six (6) hours of scheduled activities mandatory for all Full-Time Faculty Members. The morning of the first day of the spring semester shall be three (3) hours of scheduled Flex activities mandatory for all Full-Time Faculty Members. The additional fifteen (15) hours of required Flex activities will be required of all 10-month Faculty and may be completed with activities selected at the Faculty Member's discretion. (1) If a Faculty Member misses a mandatory Flex day, he/she shall be charged under the appropriate leave account in proportion to the missed flex time and may not make up the absence. For the purposes of this Article, six hours of flex time shall be equal to one day of absence. Any portion of the six hours missed shall be considered a partial absence and shall be charged accordingly. (2) If a Faculty Member does not complete any portion of the additional 15 hours of required flex activities by May 15, his/her pay shall be deducted for any of the flex hours not completed.

(c) Faculty Members on extended leave (e.g., sabbatical, study abroad, faculty exchange, catastrophic illness, etc.) shall have their twenty-four (24) hour Flex obligation proportionately reduced for that academic year.

(d) The Flex requirements shall apply equally to Full-Time Temporary Faculty Members, with the twenty-four (24) hour requirement pro-rated if the assignment is less than 100%.



A. Course Enrollment Documentation

The Admissions and Records Office shall be responsible for processing student registration, class enrollment, withdrawals, and incomplete grade records. The Admissions and Records office shall also be responsible for processing class attendance rosters and grade rosters for purposes of instructors verifying student attendance, withdrawals, and grades. At the end of each semester instructors shall submit a comprehensive report including students' programs, dates of withdrawals, adds, reinstates, and final grades to the Admissions and Records Office. The college's academic deans will enforce the submittal of records to the Admissions and Records Office.

1. Attendance Rosters - Instructors shall maintain accurate attendance rosters and it is the responsibility of the instructor to ~~must periodically~~ verify their roster online to ensure accuracy in enrollment.
2. Waiting List – If the instructors choose to add students, instructors must add students to the class in the order in which they appear on the waiting list before they add any students who do not appear on the waiting list.
3. Adding Students to Class – Once the class begins, students must add the class online using the add codes provided to each instructor. A student who fails to officially add a course by the add deadline will not be added. The add deadline for all classes, regardless of duration is the weekday prior to census (20% of the class). For short term class dates, please consult the Short Term Calendar.

B. Positive Attendance Rosters

The Admissions and Records Office shall distribute, collect and input attendance rosters for courses coded as positive attendance after the verification of hours. The Admissions and Records Office will return questionable rosters to the respective division office for clarification and correction.

C. Maintaining Apportionment Documents

Documents and records supporting all apportionment claims shall be maintained by the Office of the Vice President, Academic Affairs, Admissions and Records Office and the Office of Information Technology.

D. Active Enrollment Report

The submission of the Active Enrollment Report online constitutes an official document. This report is used for federal and state funding. It is an audit document and must reflect the enrollment of the class as of census.

**Commented [GF7]:**

#3 Deans Council and the Educational Policies Committee expressed concern about this sentence and especially questioned the use of "students' programs." Bill Mulrooney explained that it is an attempt to keep with the spirit of the 1987 Senate Faculty Handbook, which is the only place where this reporting requirement is laid out. The suggested edits clarify the sentence and accurately describe our processes.

**Commented [CG8]:** Comment by Bill Mulrooney on this revised sentence: "As for Comment GF4, I have no problem with the revised language. I do hope that we can get a more up to date Faculty Handbook since the most recent is from 1987."

1. Instructors must complete the Active Enrollment Report online. In the Active Enrollment Report instructors review the roster to accurately reflect enrollment in their class:
  - a) Adds – Instructors verify that students given permission to add appear on the roster. Students who failed to officially enroll are asked to leave the class.
  - b) Reinstatements–Instructors may reinstate students who were previously enrolled and dropped, but continue to attend.
  - c) Drops – Instructors drop students no longer participating in the course as of the last date of attendance.
  
- E. Timeline of Submission of the Active Enrollment Report  
The online Active Enrollment Report must be completed by the Monday immediately following census to ensure an accurate accounting for state funding. The Active Enrollment Report may not be processed prior to the end of the add process (20% point of the section). Short term and positive attendance classes have different dates and deadlines (see the Short Term Calendar). It is important for accurate records and accuracy in processing the 320 Report that the census or Active Enrollment Report be processed by the Monday of the third week of the term. Beginning the following day, instructors will be able to use the Active Enrollment link to drop a student anytime during the term up until the Deadline to Drop with a “W”.
  
- F. Withdrawal by Student  
The Admissions and Records Office and the Office of Information Technology shall provide students with the ability to withdraw prior to the deadline to withdraw with a “W” and the Admissions and Records Office shall have a procedure for students to petition to withdraw after the deadline to withdraw with a “W” for documented extenuating circumstances. The Admissions and Records Office and the Office of Information Technology shall maintain all such documents used for student withdrawal as supportive records for audits.
  
- G. Withdrawal by Instructor  
Instructors must withdraw students who are no show and may withdraw all other students whose absences exceed 10% of the scheduled class meeting time. The Admissions and Records Office and the Office of Information Technology shall maintain all such documents used for student withdrawal as supportive records for audits.
  
- H. Timeline of Submission of the No Show Report  
Instructors must submit the No Show Report online. The No Show Report may not be processed prior to the start of the class section. The deadline to process

the report for all full term (sixteen week) classes is within ten calendar days of the start of the semester. Short term classes are based on the section start date. Instructors should refer to the Short Term Calendar for more information on these dates.

Instructors may only process the No Show Report once. If an instructor failed to drop a student who did not show in the No Show Report, the instructor must drop the student on the Active Enrollment (census) report during the third week of the semester.

It is imperative that all instructors complete the No Show Report. A student who never attends class may not be kept on rosters. To do so can result in the district erroneously collecting apportionment and can constitute fraud. All division deans have the ability to monitor faculty [participation with completion of](#) the No Show Report.

#### I. Evaluative Symbols for Withdrawals

All students enrolled in a class after the 20% point of the term or class must receive an evaluative symbol. No notation ("W" or other) shall be made on the academic record of the student who withdraws prior to the close of the 20% point of the term or class. All students enrolled in a class beyond the 75% point of instruction must receive a letter grade when grades are submitted. See Board Policy 4230 and Administrative Procedure 4230: Grading and Academic Record Symbols.

### III) CLASSIFICATION AND RETENTION OF RECORDS

Pursuant to CCR, Title 5 Section 59025, records relating to attendance and FTES are classified as Class 3-Disposable Records and records basic to audit, and 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 (§58000 and §59020 et seq.). All student enrollment and attendance records need to be retained for a minimum of three (3) years after the college year in which they originated (e.g., 201~~64-175~~ plus 3 = 201~~97-20+8~~). Instructors must maintain complete and accurate records on grades and attendance for every student for at least this period of time.

Additionally, pursuant to Title 5 section 59118, primary records and support documentation relevant to any Chancellor's Office review or investigation, or any regular or special audit not resolved under Title 5 section 59112 shall be retained for a period of five (5) years after presentation of the audit or review to the governing board. The 5-year period described here does not apply when the Chancellor's Office finds deliberate district misrepresentation in connection with claims for state

and federal funding. In those instances, primary records and support documentation relevant to the specific matter must be retained until there is resolution.

#### **IV) ATTENDANCE ACCOUNTING**

Attendance accounting of full time equivalent student (FTES) for the district shall be reported to the State Chancellor's Office at such times required by law or regulation.

These reporting dates include the following:

- a) The first period reports encompass data for July 1 through December 31 and are due in the Chancellor's Office on or before January 15.
- b) The second period reports encompass data for July 1 through April 15 and are due in the Chancellor's Office on or before April 20.
- c) The annual reports encompass data for July 1 through June 30 and are due in the Chancellor's Office on or before July 15.

The procedure employed to compute FTES for apportionment purposes is determined by the type of course, the way it is scheduled, and its length. The attendance accounting procedure must be applied consistently for any course section. With the oversight of the Office of the Vice President, Academic Affairs, all courses offered for apportionment will meet all conditions for claiming state apportionment, and be coded as census, positive attendance, alternative attendance, apprenticeship, internship, or adult education using the procedure for purposes of claiming the appropriate type of apportionment.

The following illustrates the classification and computation procedures in use by the district:

##### **A. Weekly Student Contact Hour Procedure**

Weekly student contact hour procedures may be applied to any credit course scheduled regularly with respect to the number of days of the week and the number of hours the course meets on each scheduled day and scheduled coterminously with the primary term. This is administratively interpreted to mean any course scheduled for the same number of hours (including TBA) for each week of the primary term (at least 3 days), inclusive of final examination scheduling, and legal holidays.

The units of full-time equivalent student of credit courses scheduled coterminously with the term, exclusive of independent study and cooperative work-experience education courses, shall be computed by multiplying the student contact hours of active enrollment as of Monday of the weeks nearest to one-fifth of the length of the term, unless other weeks are specified by the Chancellor to incorporate past practice, by the term length multiplier, and divided by 525. The term length multiplier for attendance accounting purposes

has been determined and approved by the Chancellor's Office as the semester term length of 16.4.

**B. Daily Student Contact Hour Procedure**

Daily student contact hours procedure (DSCH) may be applied to any credit course scheduled to meet for five or more days and scheduled regularly with respect to the number of hours during each scheduled day, but not scheduled coterminously with the primary term (includes courses of independent study and work experience education). Any intersession must be on daily census procedure or positive attendance. Calculation of FTES from DSCH is on a course-by-course basis.

For credit courses scheduled to meet for five or more days and scheduled regularly with respect to the number of hours during each scheduled day, but not scheduled coterminously with the college's primary term, or scheduled during the summer or other intersession, the units of full-time equivalent student, exclusive of independent study and cooperative work-experience education courses, shall be computed by multiplying the daily student contact hours of active enrollment as of the census days nearest to one fifth of the length of the course by the number of days the course is scheduled to meet (DSCH), and dividing by 525.

**C. Actual Hours of Attendance Procedure (Positive Attendance)**

The actual hours of attendance procedure (commonly referred to as "positive attendance") is based on an actual count of enrolled students present at each class meeting and applies to the following types of courses:

1. Short Term Credit Courses. Credit courses scheduled to meet fewer than five days.
2. Irregularly Scheduled Credit Courses. Credit courses scheduled irregularly with respect to the number of days of the week and the number of hours the course meets on the scheduled days.
3. Open Entry/Open Exit Courses. All open entry/open exit courses.
4. In-service Training Courses. Such credit courses, regardless of length, for police, fire, corrections and other criminal justice system occupations.
5. FTES for any credit course, except for independent study and work experience education, may, at the option of the district, be computed using actual hours of attendance procedure.
6. Noncredit Courses. All specified noncredit courses.
7. Apprenticeship Classes of Related and Supplemental Instruction. Applicable only to other than indentured apprentice students in classes of related and supplemental instruction. (See Chapter 5 for apprentice student attendance accounting.)
8. Tutoring Courses. Such noncredit courses of individual student tutoring.

For credit courses scheduled to meet for fewer than five days, and all credit courses scheduled irregularly with respect to the number of days of the week and the number of hours the course meets on the scheduled days, the units of full-time equivalent student, exclusive of independent study and cooperative work-experience education courses, shall be computed by dividing actual student contact hours of attendance by 525.

For all open entry-open exit credit courses and for all noncredit courses otherwise eligible for state aid, except for Noncredit Distance Education courses, the units of full-time equivalent student shall be computed by dividing actual student contact hours of attendance by 525.

The 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.

**D. Alternative Attendance Accounting Procedure (Independent Study, Work Experience Education, and Distance Education)**

For distance education courses not computed using other attendance accounting procedures described above and for independent study and cooperative work-experience education courses, the alternative attendance accounting procedure shall be used. For credit courses, for purposes of computing full-time equivalent student only, one weekly student contact hour shall be counted for each unit of credit for which a student is enrolled in one of these courses. The full-time equivalent student (FTES) of these courses shall be computed by multiplying the units of credit for which students are enrolled as of the census day, as appropriate, for the primary term or intersession and duration for which the course is scheduled, by the term length multiplier determined and approved by the Chancellor's Office as the semester term length of 16.4, and dividing by 525. The district does not offer Noncredit Distance Education courses for purposes of computing full-time equivalent student using this procedure.

**V. REPORTING DATE PROCEDURES**

**A. Census Procedure Courses**

For weekly or daily census courses in primary terms, the full-time equivalent student (FTES) is to be reported in the period in which the census accounting procedure is completed, even if the course is not completed by the deadline for reporting.

For summer intersession daily census courses that cross fiscal years, the hours and FTES are to be reported in the fiscal year in which the census occurs, or when the course ends. These FTES can be selected on a course-by-course basis.

**B. Actual Hours of Attendance Courses**

For courses for which actual student contact hours of attendance procedure is used, the full-time equivalent student (FTES) is to be reported in the period in which the course is completed, even if the course overlaps fiscal years.

**VI. PREPARATION OF TABULATIONS**

**A. Census Day Procedure Tabulations**

For each course section census week, as defined in Title 5, Section 58003.1(b), or each course section census day, as defined in Title 5, Section 58003.1(c), a separate tabulation is required for each of the course categories using a census day procedure. Each tabulation shall provide a detailed listing for each course section as follows:

1. Identification:
  - a) Static course identifier code
  - b) Section identifier code
  - c) Title
  - d) Method of instruction code
2. Number of days the daily census course is scheduled to meet or number of weeks the weekly census course is scheduled to meet.
3. Number of class hours each daily census course section is scheduled to meet on the census day or number of class hours each weekly census course is scheduled to meet during the census week.
  - a) For other than independent study and work experience courses, each listing will include:
    - (1) Regularly scheduled contact hours
    - (2) Hours to be arranged (TBA)
    - (3) Total contact hours scheduled per week
  - b) For independent study and work experience courses each listing will include the range of units of credit allowed.
4. Beginning and ending dates.
5. Date of census days.
6. An alphabetical list of each student actively enrolled in each course section indicating:
  - a) Name (last, first, initial)
  - b) Student identification code
  - c) Residency category as specified on Form CCFS 320
  - d) Scheduled contact hours per week or per day (or units of credit for which enrolled in independent study and work experience courses).

Each tabulation shall also provide a grand total of student contact hours generated by residency category.

**B. Actual Student Contact Hours of Attendance Procedure Tabulations**

A separate tabulation is required for each of the course categories described in Title 5 section 58006. Each tabulation shall provide a detailed listing for each course section as follows:

1. Identification:
  - a) Static course identifier code
  - b) Section identifier code
  - c) Title
  - d) Method of instruction code
2. Number of days the course is scheduled to meet.
3. Number of class hours each course section is scheduled to meet.
4. Beginning and ending dates.
5. An alphabetical list of each student actively enrolled in each course section indicating:
  - a) Names (last, first, initial).
  - b) Student identification code.
  - c) Residency category as specified on Form CCFS 320.
  - d) Actual student contact hours of attendance.

Each tabulation described in this section shall also provide a grand total of actual student contact hours of attendance generated by residency category.

**References:**

Title 5 Sections 55000 et seq; 5800 et seq.; 59112; 59118; and 59020 et seq.  
Education Code section 84040  
State Chancellor's Office Student Attendance Accounting Manual (SAAM)  
Agreement between El Camino Community College Agreement and El Camino College  
Federation of Teachers, Local 1388, AFT, AFL-CIO

Revisions Contact: David Mussaw

Academic Senate Educational Policies Committee: 5 readings in Fall and Spring 2015/16

Deans Council: 4/4/16, [9/22/16](#)

Academic Senate:

College Council:



## AP 5070 Attendance

### References:

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 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 or she served.
- Maintenance of the colleges in the District for at least 175 days during the fiscal year.

# **CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES**

## **AP 5070 ATTENDANCE**

References: Education Code Sections 71020, 76300, 84040, 84040.5, and 84040.6; Title 5 Section 58000 et seq.

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.

Board Approved Revised Revised Revised

07/21/09 05/18/10 11/16/10 06/17/14

# AP 5070 Attendance Accounting

*Grossmont-Cuyamaca Community College District*

**References:** Title 5, Sections 58000 et seq. and Student Attendance Accounting Manual

Updated: March 17, 2015

Pursuant to Education Code Section 84040, the Department of Finance, the Auditor General, and the California Community College 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.

The college is allocated funds for student attendance by a measure called "Full-Time Equivalent Student" (FTES). FTES data are collected for fall and spring semesters on the census day that, for full-term classes, is the Monday of the third week of class. For short-term classes, as well as winter intersession and summer sessions, the census day is nearest to 20% of the number of days the course meets.

Reporting Dates for State Apportionment Attendance Reports (CCFS-320)

- The "first period" (P1) reports encompass data for July 1 through December 31.
- The "second period" (P2) reports encompass data for July 1 through April 15.
- The "third or annual" (P3) reports encompass data for July 1 through June 30.

Attendance accounting requirements include the following areas:

- Computation FTES is 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), "second period" (between July 1 and April 15), and an "annual" report (between July 1 and June 30)
- Compliance with census procedures prescribed by the California Community College Chancellor's Office for all 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 (commonly referred to as positive attendance) 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 or she served.
- Maintenance of the colleges in the District for at least 175 days during the fiscal year.

## BOARD POLICY 4230

## Grading and Academic Record Symbols

### Semester Unit of Credit

College work at El Camino College is measured in terms of semester units. One unit of credit is awarded for approximately 54 hours of lecture, study or laboratory work. The amount of credit awarded shall be adjusted in proportion to the number of hours of lecture, study or laboratory work.

### Grades, Grade Points, and Grade Point Average

Grade points are numerical values which indicate the scholarship level of letter grades. Grade point average equals total grade points divided by total units attempted for credit courses in which letter grades have been assigned. Grade points are assigned according to the following scale:

A-Excellent	4 points for each unit
B-Good	3 points for each unit
C-Satisfactory	2 points for each unit
D-Passing, less than satisfactory	1 point for each unit
F-Failing	0 points for each unit
P – Pass (at least satisfactory – units awarded not counted in grade point average)	See Note 1
NP – No Pass (less than satisfactory, or Failing – units not counted in grade Point average)	See Note 1
I-Incomplete	See Note 2
IP-In Progress	See Note 3
W-Withdrawal	See Note 4
MW-Military Withdrawal	See Note 5

### Notes:

1. Pass-No Pass (formerly Cr/NC for Credit/No Credit) A certain number of courses are offered only on a P/NP basis while some others are offered on a P/NP or letter grade option depending on which the student selects by the fourth week of a 16-week class or 25% of a class. A student earning a P grade will receive unit

credit toward graduation if the course is degree-applicable. Unit credit earned in P/NP courses will not be considered when calculating grade point average. Designation of P/NP or option P/NP grading is included in the course description. All grades in credit courses except W and P/NP will be considered in determining the grade point average. While NP and W grades are not used in grade point determination, a student with an excessive number of withdrawals or NPs is subject to probation or dismissal regulations.

### 2.I-Incomplete

A student may receive a notation of “I” (Incomplete) and a default grade when a student did not complete his or her academic work for unforeseeable, emergency, and justifiable reasons. The Incomplete grade to be assigned by the instructor and designated on the student’s transcript will be IB, IC, ID, or IF. Collectively, these grades will be referred to as an “I” grade. The written record containing the conditions for removal of the “I” will be held for the student in the Records Office through the sixth week of the next regular semester. If the student does not complete the required work by the end of the sixth week, the “I” will automatically be removed and the default grade will be assigned. Any extension of the time for completion of the required work must be approved by the division dean. The student should petition for the extension of time on a form provided by the Admissions Office.

### 3. IP-In Progress

The “IP” symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is “in progress,” but that assignment of an evaluative symbol (grade) must await its completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student’s permanent record for the term in which the course is completed. The “IP” shall not be used in calculating grade point averages. If a student enrolled in an “open-entry, open-exit” course is assigned an “IP” at the end of an attendance period and does not reenroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade-A through F, P or NP) to be recorded on the student’s permanent record for the course.

### 4. W-Withdrawal

It is the student’s responsibility to process a withdrawal. A student may also be dropped by the instructor if the student has excessive absences. Withdrawal from classes is authorized through the 12<sup>th</sup> week of instruction in a 16 week class, or 75% of a class, whichever is less. If a student remains in class beyond the published

withdrawal date an evaluative symbol (grade-A through F, P or NP) or an “I” (Incomplete) shall be assigned. A student who must withdraw after the published withdrawal date due to extenuating circumstances may petition for assignment of a “W.” Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

No notation (“W” or other) shall be made on the academic record of the student who withdraws prior to the close of the second week of a 16-week class, or 20% of a class, whichever is less. Any withdrawal occurring after the published No Notation date shall be recorded as a “W” on the student’s record.

The “W” shall not be used in calculating grade point averages, but excessive “W’s” shall be used as factors in probation and dismissal procedures.

#### 5. MW –Military Withdrawal

Military Withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, the student may be assigned "MW." Military withdrawals shall not be counted in the limitation on excessive withdrawals nor in progress probation and dismissal calculations.

#### Notes:

- The Grade Change process is now covered by BP 4231. Adopted by Board 12/17/07.
- The Probation and Dismissal portion of this policy is now covered by BP 4250. Recommended for adoption 6/09.
- The Course Repetition portion of this policy is now covered by BP 4225. Adopted by the Board 7/17/06.
- The Academic Renewal portion of this policy is now covered by BP 4240. Adopted by Board 8/21/06.

Previous Board Policy Number: 6130, 5/16/05 and 4220, 7/20/09

El Camino College

Adopted: 4/11/83

Amended: 5/14/84, 1/27/86, 1/26/87, 11/23/87, 3/13/89, 4/10/89, 5/9/91, 6/22/98;  
7/20/09

## BP 4230 Grading and Academic Record Symbols

### Reference:

Title 5 Section 55023

**Note:** *This policy is legally required.*

Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the college catalog(s) and made available to students.

**Note:** *If the Board has approved a "plus/minus" grading system and/or the "FW" grade, the following paragraph(s) should be included.*

The grading system shall include the "plus" and minus" designation in combination with letter grades, except that C minus shall not be used.

The grading system shall include the "FW" grade for unofficial withdrawal.

Revised 9/01, 8/07



## AP 4230 Grading and Academic Record Symbols

### Reference:

Title 5 Section 55023

**Note:** *This procedure is **legally required**. Local practice may be inserted, but must comply with Title 5. The grading symbols permitted include the following:*

### **Evaluative symbols:**

- A – Excellent
- B – Good
- C – Satisfactory
- D – Passing (Less than satisfactory)
- F – Failing
- P – Pass (At least satisfactory)
- NP – No Pass (Less than satisfactory)

### **Non-Evaluative symbols:**

- I – Incomplete
- IP – In progress
- RD – Report delayed
- W – Withdrawal
- MW – Military withdrawal

**Note:** *Districts that have adopted “plus-minus” grades would insert those grades.*

*Districts that have adopted the “FW” grade symbol (unofficial withdrawal) would insert that symbol under the list of evaluative symbols.*

Revised 9/01, 8/07

**§ 55023. Academic Record Symbols and Grade Point Average.**

5 CA ADC § 55023

**BARCLAYS OFFICIAL CALIFORNIA CODE OF REGULATIONS**

(a) Except as provided in subdivisions (b) and (c), grades from a grading system shall be averaged on the basis of the point equivalencies to determine a student's grade point average using only the following evaluative symbols:

<i>Symbol</i>	<i>Definition</i>
A	Excellent
B	Good
C	Satisfactory
D	Less than satisfactory
F	Failing
P	Passing (At least satisfactory - units awarded not counted in GPA. Has the same meaning as "CR" as that symbol was defined prior to June 30, 2007.)
NP	No Pass (Less than satisfactory, or failing - units not counted in GPA. NP has the same meaning as "NC" as that symbol was defined prior to June 30, 2007.)

(b) The governing board of a community college district may use "plus" and "minus" designations in combination with letter grades, except that the grade of C minus shall not be used. If pluses and minuses are used, the grade point value of a plus shall be computed by adding 0.3 to the value assigned to the letter grade with which it is combined, and the grade point value of a minus shall be computed by subtracting 0.3 from the value assigned to the letter grade with which it is combined, except that no grade point value shall be less than 0 or greater than 4.0.

(c) Regardless of whether the governing board elects to use plus and minus grading, it may provide for the use of the "FW" grade symbol to indicate that a student has both ceased participating in a course some time after the last day to officially withdraw from the course without having achieved a final passing grade, and that the student has not received district authorization to withdraw from the course under extenuating circumstances. The "FW" symbol may not be used if a student has qualified for and been granted military withdrawal. If "FW" is used, its grade point value shall be zero (0).

(d) The governing board of each community college district shall publish the point equivalencies for the grades used in subdivision (a), or, subdivisions (a) and (b) (if pluses and minuses are used) in the catalog or catalogs of each college in the district as a part of its grading policies. In the event the governing board chooses to use the "FW" described in subdivision (c), it shall be included in the grading system and point equivalencies published in the catalog.

(e) The governing board of each community college district may authorize the use, under controls and conditions specified below, of only the following nonevaluative symbols:

<i>Symbol</i>	<i>Definition</i>
I	Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an “I” symbol being entered in the student's record. The condition for the removal of the “I” shall be stated by the instructor in a written record. This record shall contain the conditions for the removal of the “I” and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the “I” is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.
	The “I” may be made up no later than one year following the end of the term in which it was assigned.
	The “I” symbol shall not be used in calculating units attempted nor for grade points. The governing board shall provide a process whereby a student may petition for a time extension due to unusual circumstances.
IP	In progress: The “IP” symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is “in progress,” but that assignment of an evaluative symbol (grade) must await its completion. The “IP” symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The “IP” shall not be used in calculating grade point averages. If a student enrolled in an “open-entry, open-exit” course is assigned an “IP” at the end of a term and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluative symbol (grade) in accordance with subdivision (a) or (a) and (b) if plus and minus grading is used) to be recorded on the student's permanent record for the course.
RD	Report Delayed: The “RD” symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade point averages.
W	Withdrawal: The “W” symbol may be used to denote withdrawal in accordance with the requirements of section 55024.
MW	Military Withdrawal: The “MW” symbol may be used to denote military withdrawal in accordance with section 55024.

(f) In calculating students' degree-applicable grade point averages, grades earned in nondegree-applicable credit courses shall not be included.

(g) The governing board of each district shall adopt rules and regulations governing the inclusion or exclusion of units in which a student did not receive a grade or “pass-no pass” or from which the student withdrew in accordance with rules adopted by the district.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

**HISTORY**

1. New 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).
  2. New subsection (g) and amendment of Note filed 12-27-2012; operative 1-26-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 1).
- This database is current through 11/6/15 Register 2015, No. 45