

BP 4270 ATTENDANCE REPORTING

References:

Title 5 Sections 51000, et seq.;
Education Code Sections 76000 and 84500

The Riverside Community College District recognizes the importance of establishing guidelines for attendance accounting. Therefore, in accordance with State guidelines, procedures shall be established to document all course enrollment, attendance, and disenrollment information. This information will be reported three (3) times per year in the District's Apportionment Attendance Report (320 Report).

Date Adopted: December 9, 2008
(Replaces RCCD Policy 6055)

AP 4270 ATTENDANCE REPORTING

Reference:

Title 5 Sections 58000 et seq.

The Riverside Community College District's Apportionment Attendance Report, Full Time Equivalent Student (320 Report) contains the most recent information regarding attendance. This document is prepared three times for an academic year and is prepared in accordance with the California Community College Student Attendance Accounting Manual. The provision exists for preparing the report additional times as recalculations, if deemed necessary by the District.

Pursuant to the provisions of Title 5, the units of Full-Time Equivalent Student (FTES) for apportionment purposes shall be computed for courses based on the type of course, the way the course is scheduled, length of the course and the term in which the course is offered.

In compliance with regulations from the State Chancellor's Office, the District will be responsible for reporting of FTES during the "first period" (between July 1 and December 31), "second period" (between July 1 and April 15), and "annual" (between July 1 and June 30).

The District will maintain 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.

The District will report actual student contact hours of attendance procedure tabulations using the District's administrative computing system. The actual student contact hours of attendance will be reported as verified by the instructor of the course.

The District will prepare support documentation regarding all course enrollment, attendance and disenrollment information and maintain records in accordance with State audit regulations.

The District will insure that computation of FTES 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.

The District will maintain at least 175 days during the fiscal year, including flex days. The calendar is negotiated between the office of the Vice Chancellor, Educational Services, Workforce Development and Planning and the CTA, approved by the Board of Trustees, and reported to the Chancellor's office.

Responsibility

The Dean of Admissions and Records/Student Services Supervisor on each campus, or designee, shall be responsible for the implementation of all procedures relative to enrollment, attendance, and disenrollment.

Definitions

All definitions relative to these procedures shall be as defined in the "California Community College Student Attendance Accounting Manual."

Documentation

On file in the Admissions and Records Office shall be a procedure manual which outlines the District's procedures relative to:

- A. Application Processing
- B. Residency Determination
- C. Registration
- D. Program Changes
- E. Attendance Accounting
- F. Student Records

Public Notice

The Dean of Admissions and Records/Student Services Supervisors, or designees, on each campus, shall annually review the Catalog, the Schedule of Classes, and other publications containing information relative to enrollment, attendance, and disenrollment to ensure accuracy.

Audit

All policies, procedures, and supporting materials relating to attendance, enrollment, disenrollment and student records shall be available to District, State, and Federal auditors on an as-needed basis.

Office of Primary Responsibility: Vice Chancellor, Educational Services

Administrative Approval: February 2, 2009

(Replaces RCCD Regulation 6055)

Revised: April 13, 2009

Revised: April, 2014 (job titles only)

Revised: August 2015 (job titles only)