

Student Services

AP 5070 ATTENDANCE**References:**

Education Code Sections 76121 and 84500;
Title 5 Sections 58000 et seq. ;
State Chancellor's Office Student Attendance Accounting Manual;
State Chancellor's Office Budget and Accounting Manual

Student Attendance Accounting Requirements

The requirements of Title 5 and the State Chancellor's Office Budget and Accounting Manual regarding attendance accounting shall be followed. Attendance accounting requirements are administered by the appropriate District offices and 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 the capacity and during the period in which he/she served
- Maintenance of the colleges in the District for at least 175 days during the fiscal year

Religious Accommodation Regarding Make-up Examinations

Pursuant to Education Code Section 76121, provisions shall be made to accommodate students to re-schedule a test or examination on a day that does not violate the student's religious creed.

Also see BP/AP 3410 titled Nondiscrimination

Offices of Primary Responsibility: Vice President of Student Learning and Vice President of College Operations

Date Approved: January 17, 2012

(Replaces College of Marin Policy 4.0008 and portions of Procedure 4.0003 DP.1)