
Kern Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5070 Attendance

References:

Title 5 Sections 58000 et seq.

Note: This procedure is legally required

The following requirements meet the criteria for attendance accounting procedures:

- 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/she/they served; and
- Maintenance of the colleges in the District for at least 175 days during the fiscal year.

The college catalogs and schedules of classes contain the most recent information on attendance requirements. This information should be updated annually in consultation with the Academic Senate for currency and correctness.