

LOS ANGELES COMMUNITY COLLEGES
ADMINISTRATIVE REGULATION E-13
TOPIC: **Attendance Accounting and Grade Collection**

I. POLICY

Attendance accounting is the basis for state apportionment and is a legal procedure for which both the District and individual colleges are accountable and subject to audit. The District is required by both federal and state agencies to maintain accurate auditable records of student enrollment and attendance. Faculty members at individual colleges provide the principal basis for ensuring that the District fulfills its attendance reporting responsibilities. Attendance reporting is critical in that it relates directly to the funding the District receives for its instructional programs and general operations. This administrative regulation defines faculty responsibilities in this area. Faculty members are responsible for the timely submission of mandated records. Many, but not all, of these documents are submitted online.

II. DEADLINES AND REQUIRED DOCUMENTS

The types of records required vary according to the individual attendance accounting method for each class. At a minimum, faculty must record attendance for the required period and must exclude non-participating students as described below. Effective the Spring 2013 semester, the following deadlines and documents apply.

A. Deadlines

Mandatory exclusion rosters are due eight (8) business days after census.

Active Enrollment Rosters are due the day before the last day to drop with a "W."

Grades and positive attendance hours are due five business days after the last day of class. Attendance records for positive attendance are due to the Admissions Office five (5) business days after the last day of class.

B. Required Documents (by type of class)

- 1. Census Classes** (DSCH, WSCH, Independent Study, Work Experience) – instructors must record attendance through census, and submit Mandatory Exclusion Roster(s) at census,

even if no students are to be excluded. Instructors must also submit the Active Enrollment Roster before the last day to drop with a "W", and final grades within five business days after the end of the final class period.

2. **Positive Attendance Classes** – instructors are required to record the actual hours each student attends the class and turn in that record. Final hours and grades are to be submitted at the end of the class.
3. **TBA forms** - instructors of WSCH classes with TBA time must submit a record of the time scheduled for each student and documentation that the student attended prior to census. Both forms are due eight (8) business days after census. Certain WSCH with TBA classes may require recording of attendance for the entire length of the class in place of individual student schedules. Attendance records for such classes are due five (5) business days after the end of class.

III. DEFINITIONS

Add-Permit – instructors may allow students to add using this form. It includes a certification of whether a student attended prior to census. Instructors may not add students whose first day of attendance is on or after census day.

Accounting Method - is the means by which FTES is calculated for a given section. WSCH, DSCH, independent study, and work experience are based on census enrollment. Positive Attendance is based on actual hours of attendance.

Active Enrollment Roster – applies to census classes only. Students listed on the roster are active in the class. Instructors must review the roster for accuracy and use it to remove students who stopped participating in the class. The Active Enrollment Roster must be submitted for all census classes the day before the last day to drop with a "W."

Attendance Record – this refers to any of a number of methods by which a faculty member substantiates a student's attendance in a class. Census attendance records must be recorded until census, then retained by the instructor. Positive Attendance is recorded for the entire term and due at the end of the class. WSCH classes with TBA have additional requirements.

Census Date – attendance calculation is based on enrollments on this day. Monday of the third week is the census date for a 16-week primary term. Census for short-term courses, or those that fall outside the primary term, will vary.

Census Enrollment – student enrollment that is active on census day and counted for apportionment. Students who begin attendance on or after the census date are not counted for apportionment.

Drop (Student) – students drop themselves from a class. An instructor *excludes* a student.

DSCH - Daily Student Contact Hour classes are regularly scheduled (i.e., on the same day/time throughout the semester) but have a different start and end than the primary term. Each DSCH class has a unique census date. Faculty must keep student attendance records through the census date.

Exclusion – the removal of a student from active status by the instructor. Exclusion is mandatory for students who are 'no-shows' or inactive as of census date. This includes, but is not limited to, excessive unexcused absences. These students cannot be claimed for apportionment. In general, students are responsible for dropping themselves after census. However, instructors may make additional exclusions using the supplemental exclusion roster through the course mid-point. The decision to excuse absences, regardless of the extenuating circumstances, is at the discretion of the instructor.

FTES - Full Time Equivalent Student is the student enrollment measure for state apportionment funding.

Independent Study – is an accounting method used for certain classes with irregular schedules but whose enrollment is based on a census day. Instructor verification of student participation prior to census is required.

In Lieu of Grade Cards – are used to assign a grade to a student whose name does not appear on the grade roster due to an enrollment error. This form requires certification of attendance prior to census for WSCH and DSCH classes, an explanation of the enrollment error, and the grade earned. Evidence of work performed and proof of student attendance shall be attached to the In Lieu card.

Last Day to Add – the day before census is the last date on which a student can be added to a class and be counted for apportionment. This is also the last effective date to drop or exclude students who are not to be counted for apportionment.

Last Day to Drop with "W" – the last day on which a student can drop or be excluded from a class and still have a "W" appear on his/her transcript. After this date, no drops or exclusions will be processed and grades are required for any student still enrolled in the class.

Mandatory Exclusion – applies to census classes only. Students who never attended ("no show"), or are no longer participating as of census, must be excluded prior to the census date. A mandatory exclusion roster must be submitted for all census classes within eight days after census, whether or not any students are actually being excluded.

No Penalty Drop Date – the last day a student can drop the class without it showing on his/her transcript or fees being incurred.

No Show – an enrolled student who has not attended any class meetings at any time.

Positive Attendance Class – these classes do not have a census date. Apportionment is based upon the total number of hours each student attends. Faculty members must keep a record of the hours students attend throughout the entire class.

To Be Arranged (TBA) – these sessions have individually arranged meeting times. Documentation is required for WSCH courses with TBA time to substantiate that students have TBA time regularly scheduled and have attended the TBA session prior to census.

WSCH – Weekly Student Contact Hour classes are full term Fall or Spring classes. Their apportionment is calculated by the number of students enrolled on the official college census date. Faculty must record daily attendance for WSCH classes through the census date. WSCH classes with TBA have additional requirements.

Original Issue Date: August 15, 1979

Date of Changes: May 21, 2009; January 19, 2012; July 18, 2013; April 30, 2015

Initiated by: Educational Support Services

References: Title 5, CCR, sections 58003.1, 58004

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