

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 is used for 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 hours the course meets on the scheduled days.
3. Open Entry/Open Exit Courses - All open entry/open exit courses, **including distance education credit or noncredit courses taught synchronously..**

Reference: T5 58003.1(d),(e),(g), T5 58164

4. In-service Training Courses. Such credit courses, regardless of length, for police, fire, corrections and other criminal justice system occupations.

Reference: T5 58051(c)-(g)

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.

Reference: T5 58003.1(g)

6. Noncredit Courses - All specified noncredit courses, except those computed using the Alternative Attendance Accounting Procedure described in subdivision (f)(2) of Title 5 section 58003.1. **Noncredit distance education courses taught synchronously may use this procedure.**

Reference: EC 84757, T5 58003.1(e)

7. Apprenticeship Courses not reported on the CCFS-321 Apprenticeship Attendance Report.

Beginning in 2018-19, attendance of apprentices in credit courses offered in conjunction with an apprenticeship program sponsor, pursuant to Section 3074 of the Labor Code, may be reported on a positive attendance basis on the CCFS-320 Apportionment Attendance Report if such attendance is not reported on the CCFS-321 Apprenticeship Attendance Report. Attendance in classes taught by an apprenticeship instructor other than a community college faculty member cannot be reported on the CCFS-320.

The attendance of students other than indentured apprentices enrolled in courses of related and supplemental instruction is reported on the CCFS-320 using the Actual Hours of Attendance procedure even if the attendance of indentured apprentices in those courses is reported on the CCFS-321.

See further details in Chapter 1 under Apprenticeship Courses.

Reference: EC 79149.1, 79149.3; Labor Code Section 3074; T5 58006, 58008, 58024

8. Tutoring Courses - Noncredit courses of individual student tutoring.

Reference: T5 58168, 58170

An administratively approved exception to the 50-minute minimum class session requirement applies to Positive Attendance courses in which students work at their own pace, such as some Open Entry/Open Exit credit classes and noncredit Supervised Tutoring courses. In such cases, the minutes attended by an individual student at each session can be added together and the total divided by 50 to calculate the hours of attendance to be reported for that student.

The full-time equivalent student (FTES) for an Actual Hours of Attendance Procedure (Positive Attendance) course is calculated by dividing the total hours of actual attendance by all students enrolled in the course and dividing by 525.

$$\text{FTES} = (\text{Total Student Contact Hours of Actual Attendance}) / 525$$

FTES totals for the Actual Hours of Attendance Procedure are calculated by accumulating the total student contact hours of actual attendance for the reporting period and dividing by 525. FTES annualizers are applied at the First and Second reporting periods to estimate the total annual FTES for the Actual Hours of Attendance Procedure.

The total annual FTES for the Actual Hours of Attendance Procedure is calculated by dividing the total student contact hours of actual attendance in the courses assigned to the Positive Attendance procedure and dividing that total by 525.

Reference: T5 58003.4, CCFS-320