Alternative Attendance Accounting Procedure - Noncredit

This procedure is used for noncredit distance education courses. It is the only procedure that may be used for noncredit distance education courses taught asynchronously. In order to be counted for apportionment funding, a student must be actively enrolled before the first of the two census dates specified below. Open entry/open exit noncredit courses that permit students to enroll at a later date must be taught synchronously and use the Actual Hours of Attendance (positive attendance) procedure.

The first step in the attendance accounting process for one of these courses is to calculate the weekly student contact hour (WSCH) factor. The WSCH factor is used to calculate the student workload as of each of two census dates (one-fifth and three-fifths points in the duration of each course).

1. To derive the WSCH factor used to calculate FTES, determine the number of hours of coursework required for a class by adding together the following:

    a. The total number of hours of instruction or programming to be received by students in the class.

    b. The number of hours expected for any outside-of-class work (as noted in the approved class outline), and

    c. Any instructor contact hours as defined by Title 5, Section 55204 for distance education courses or by Title 5, Section 55234 for independent study courses.

2. Divide the sum total of the hours as determined in (1.), above by 54 (a measure equating to a unit of credit similar to that used in credit distance education). The resulting quotient is the WSCH factor that is multiplied by the number of students enrolled as of the two census dates. The student contact hours thus derived are multiplied by 17.5. The factor of 17.5 is to be used irrespective of the length of the course.

3. Report the student contact hours for the noncredit distance education course as of the two census dates. The average of the contact hours are divided by 525 to calculate FTES.

Following is an example of FTES calculation for a noncredit distance education course:

1. Determine the WSCH factor:

5.0	hours/week	instruction
10.0	hours/week	outside study
.5	hours/week	meeting with instructor
15.5	hours/week*	

    *15.5 hours x 6 weeks (length) = 93 total hours

    WSCH factor = 93 hours ÷ 54 (instructional measure) = 1.722

2. Calculate FTES:

   24 students actively enrolled at First Census (20% point)

   First Census Student Contact Hours = 1.722 x 24 x 17.5 = 723.24

   20 students actively enrolled at Second Census (60% point)

   Second Census Student Contact Hours = 1.722 x 20 x 17.5 = 602.70

   The FTES is the average of the Students Contact Hours at First and Second Census, divided by 525:

   FTES = (723.24 + 602.70) / 2 ÷ 525 = 1.26

Note: In the computation of noncredit distance education course FTES, the 17.5 used above as a multiplier is a calculation factor, not a term-length multiplier. This factor of 17.5 will be applied in the computation of FTES for such courses no matter what length the course may be, or whether a college is on the semester or quarter system or has adopted a compressed academic calendar.
Reference: T5 58003.1(f)(2)