

**LOS ANGELES COMMUNITY COLLEGES
OFFICE OF THE CHANCELLOR**

ADMINISTRATIVE REGULATIONS

INDEX NUMBER E-13

REFERENCE: Title 5, CCR, section 58003.1,
58004

TOPIC: Faculty and Student Responsibilities
for Attendance and Attendance Accounting

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INITIATED BY:
Instructional and Student Support Services
Division

CHANGES: All
Sections 6,7

DATES OF CHANGES:
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1. The District is required by both federal and state agencies to maintain accurate auditable records of student enrollment and attendance. Faculty members provide the principal basis for assuring that the District fulfills its attendance reporting responsibilities. Attendance reporting relates directly to the amount of funding the District receives for its instructional programs and general operations. This administrative regulation defines faculty responsibilities in this area, generally referred to as “attendance accounting.” Specific procedures to be used in implementing this regulation are in the Faculty Attendance Accounting Procedures Handbook published by the Division of Instructional and Student Support Services.

2. ATTENDANCE RECORDS

Faculty members are required to keep attendance records for all students. The types of records required vary according to the individual attendance accounting method for each class, as described below.

Faculty members must provide a key to the symbols used on all attendance documents. Each page of attendance records must be signed and dated by the faculty member. The faculty member’s signature and date verify the completeness and accuracy of the information. All attendance documents, or an electronic copy thereof, will be retained by the college for the three-year audit period specified by law. A copy of any of these rosters will be provided to the faculty member upon request.

- A. WSCH (Weekly Student Contact Hours) Classes

WSCH classes are semester-length classes whose apportionment is calculated by the enrollment on the official college census date for the semester. Faculty members are required to keep daily attendance for WSCH classes through census day. The Census Roster, produced by the District Office prior to the start of the semester, is used for this purpose. Census Rosters must be returned to the Admissions Office within 5 days of the distribution of the Multipurpose Roster.

Independent Study and Work Experience classes use the same attendance tracking documents as WSCH classes.

B. DSCH (Daily Student Contact Hours) Classes

DSCH classes are either shorter or longer than the semester and have a unique census date. Faculty are required to keep daily student attendance records through the census day for the class. The District Office will produce a Census Roster prior to the start of the class for this purpose. The class's unique census date is printed at the top of the Census Roster. Census Rosters must be returned to the Admissions Office within 5 days of the distribution of the Multipurpose Roster.

C. Positive Attendance Classes

Positive Attendance classes do not have a census date. Apportionment for these classes is based upon the total number of hours each student attends. Faculty members are required to keep records of daily student attendance throughout the class. The District Office will produce a Positive Attendance Roster prior to the start of the class for this purpose. Positive Attendance Rosters must be returned to the Admissions Office with the Grade Collection Form at the end of the class.

1. Alternate Forms

Faculty members may use computerized methods of attendance tracking for positive attendance classes and to turn in substitute forms. The forms must include the course name and number, the section number, the semester and year, the instructor's signature and date, and a legible record of daily attendance. A key to symbols used must be provided at the bottom of each page.

2. Positive Attendance Hours/Grade Collection Form

In addition to the record of daily attendance kept on the Positive Attendance Roster, instructors of positive attendance classes are required to record the total number of hours each enrolled student attended on the Positive Attendance Hours/Grade Collection Form produced by the District at the end of the class. This form serves the dual purpose of collection of final semester grades, as well as total hours for apportionment. Hours reported for each student may not exceed the total number of hours the class meets, except in cases of open entry/open exit classes where two times the normal maximum may be claimed. If an alternate means is used for recording and reporting positive attendance hours (e.g., electronic or automated), a signed and dated report generated from the automated system must be attached to the Positive Attendance Hours/Grade Collection Form.

The Positive Attendance Hours/Grade Collection Form must be returned to the Admissions Office within eight calendar days of its distribution, along with the Positive Attendance Roster.

3. EXCLUSIONS

A. WSCH and DSCH Classes

WSCH and DSCH Exclusion Rosters are printed and distributed to instructors prior to the census date. Faculty members are required to exclude students who meet the following criteria up to census day for WSCH and DSCH classes.

Students must be excluded who:

1. Never attend the class. These students are referred to as “no shows,” OR
2. Are no longer participating in the course. The term “no longer participating” includes, but is not limited to, excessive unexcused absences. Instructors may excuse absences for extenuating circumstances, including verified cases of accidents, illness, or other circumstances beyond the control of the student. The decision to excuse absences, regardless of the extenuating circumstances, is at the discretion of the instructor.

Faculty members generally should not exclude students in WSCH and DSCH classes after the census date. Students are responsible for dropping classes themselves after census date and in order to meet deadlines for refunds and grades of “W”. Faculty members may reserve the right to exclude students in WSCH and DSCH classes after the census day and through the last day to drop. Faculty doing so should maintain daily attendance records throughout the class as a basis for the exclusions -- see category 3(A)(2) above. Exclusion rosters are used for audit purposes and must be returned even if no students are to be excluded.

B. Positive Attendance Classes

Instructors of positive attendance classes will receive a DSCH/PA Exclusion Roster during the first week of class or first 20% of the class meeting length, whichever is less. The purpose of this roster is to allow instructors to exclude any “no show” students. Students may be excluded through the last day to drop in positive attendance classes, using exclusion card or forms.

C. Exclusion Cards

Each college maintains either exclusion cards or forms that instructors may use in addition to the mandatory rosters. Instructors may turn in exclusion cards or forms to the Admissions Office at any time from the first day of class to the last day to drop

the class. The Admissions Office will not accept or process exclusion cards or forms after the last day to drop for the class. All exclusion forms and cards will be processed with an effective date of the day they are received by the Admissions Office. Any exceptions must be approved by the Vice President of Academic Affairs or designee.

4. LAST DAY TO ADD

Students who begin attending WSCH or DSCH classes after the census date will not be counted for apportionment purposes. Instructors may not add students whose first day of attendance is after census day. Exceptions may be granted by the Chief Instructional Officer or designee.

Instructors may add students who were in attendance prior to the census date. The Add Permit will require certification that the student was in attendance prior to census for WSCH and DSCH classes. The Add Permit receipt is the student's proof of enrollment and must be returned to the instructor.

5. IN LIEU OF GRADE CARDS

If a student's name does not appear on the grade collection form due to an error in attendance accounting, the faculty member will complete an In-lieu grade card so that the student can receive a grade. This form will require certification of attendance prior to census for WSCH and DSCH classes, an explanation of the enrollment error, and the grade to be assigned. In-lieu grade cards should be submitted with the Grade Collection Form.

6. GRADE CHANGES

Grade change cards must be submitted directly to the Admissions and Records Office by the instructor or other college official; grade change cards cannot be submitted by students, even if the card has the instructor's and/or dean's signature. Grade Change cards submitted to the Admissions and Records Office by anyone other than the instructor will be returned to the instructor. Each college will develop procedures to insure the integrity of grade changes.

7. ON-LINE SUBMISSIONS

Any On-line (e.g., web) submission of attendance accounting information (including exclusions and grades), may be submitted electronically without an accompanying wet-ink signature, provided that "e-sign" standards are met.