



## **FAQ on FS 21-12: Regulatory Changes to Distance Education Attendance Accounting**

### **1. SHOULD WORK EXPERIENCE AND INDEPENDENT STUDY COURSES ALSO USE THE TERM LENGTH MULTIPLIER (TLM) OF 17.5 OR ONLY DISTANCE EDUCATION COURSES?**

Yes. All courses using the alternative attendance accounting procedure in title 5 section 58003.1(f) should be using a Term Length Multiplier (TLM) of 17.5, this includes work experience and independent study courses.

### **2. WAS THIS GUIDANCE SPECIFIC TO THE 2020-21 RECALCULATION PERIOD OR ARE DISTRICTS ALLOWED TO USE 17.5 AS THE TLM FOR COURSES USING THE ALTERNATIVE ATTENDANCE ACCOUNTING PROCEDURE IN 2021-2022 AS WELL?**

The guidance in FS 21-12 relates to a regulatory change that was approved by the board in 2021 and was effective beginning October 3, 2021. This is a permanent change to title 5 sections 58003.1 and 58009 and applies to the 2020-21 recal period CCFS-320 and all future years. It was not a one-time change. So in 2021-22 and beyond, all courses using the alternative attendance accounting procedure in title 5 section 58003.1(f)(1) to calculate FTES should use a TLM of 17.5 rather than the district TLM used for weekly census courses.

### **3. WHAT UPDATES ARE REQUIRED FOR MIS DATA AND WHEN SHOULD THESE UPDATES BE MADE?**

For purposes of MIS reporting, districts report student level enrollment data (actual student attendance hours) which is entered into the system and used to calculate FTES. So if the college is using a TLM in the calculation of attendance hours, they should update that number to 17.5. If there is no TLM involved in determining the number of student attendance hours, then no change would be needed. Updates should be made for FTES reported to our office after October 3, 2021.

#### **4. DOES THE TLM OF 17.5 APPLY AUTOMATICALLY IN THE CCFS-320 OR DOES THE DISTRICT NEED TO MAKE THE ADJUSTMENT PRIOR TO ENTERING THE CONTACT HOUR DATA?**

The TLM for Alternative Attendance Accounting- Weekly Census courses (Part V of the CCFS-320) is updated in the CCFS-320 system to 17.5 for all districts. This change was made for the 2020-21 recal period and will carry forward to future periods as well. No action is needed from the district other than to enter the hours as is normally done. For Alternative Attendance Accounting- Daily Census courses (Part VI of the CCFS-320), districts should update the TLM used in their calculation to 17.5 and enter the contact hours generated.

#### **5. WHAT CHANGES ARE REQUIRED FOR LAB COURSES OR COURSES WITH A LAB COMPONENT?**

There is an exception in title 5 section 58009 related to online lab courses, which allows colleges to use the number of hours that would be generated in a face-to-face lab course instead of the number of units, when calculating FTES. So for a one unit lab, the exception allows the college to use 3 hours, for a compressed calendar district it's slightly more (3.2-3.4 hours depending on the TLM), since this is the number of hours that would be generated in a face-to-face lab course. Now that all districts are using the TLM of 17.5 for DE courses, using more than 3 hours would generate too much FTES for lab courses utilizing this exception. The change to title 5 section 58009 requires the college to use the number of hours that would be generated in a face-to-face lab course that corresponds to a traditional calendar district rather than a compressed calendar district. So for a one unit lab course it should be 3 hours. Districts using this exception for distance education lab courses should update the hours to 3, regardless of whether the district is on a compressed or traditional calendar. See examples below.

##### Full Lab course:

FTES = (number of hours \* x number of students actively enrolled at census x 17.5)/525  
\*Hours represents the number of hours that would be generated in a face-to-face lab course that corresponds to a traditional length semester.

Example: One unit lab course, FTES = (3 hours x 30 students x 17.5) / 525 = 3.00

##### Lecture/lab course:

FTES = ((Units for the lecture portion + lab hours) x number of students actively enrolled at census x 17.5)/525

Example: 3 unit lecture course with 1 unit of lab:

FTES = ((3 units + 3 hours) x 30 students x 17.5))/525 = 6.00