

CHAPTER 1. GENERAL

Contents

	Page
Academic Calendar	1.01
College (Fiscal) Year	1.01
Academic Year	1.01
Regular (Day) College	1.01
Flexible Calendar	1.01
Semester	1.02
Quarter	1.02
Primary Term	1.02
Intersessions	1.02
Change in Academic Year Terms	1.02
Census Week (Weekly Student Contact Hour Procedure)	1.02
Census Date	1.03
Census Day (Daily Student Contact Hour Procedure)	1.03
Saturday/Sunday	1.04
Drop Date - Attendance Accounting	1.04
Residence Determination Date	1.04
Mandatory Holidays	1.04
Other Holidays	1.05
Admission and Enrollment	1.05
General	1.05
May/Shall Admit	1.05
Certificate of Proficiency	1.05
California High School Equivalency Certificate (GED)	1.05
Special Part-Time Student	1.06
Special Full-Time Student	1.06
Special Part-Time or Full-Time Student Not Enrolled in a Public School	1.06
Special Part-Time Student - Summer Intersession	1.06
Students Who are Inmates of City, County, or City and County Jail, Road Camp, or Federal Correctional Facility	1.07
Classification by Enrollment Status	1.07
Enrolled Student	1.07
No Show (Student)	1.08
Drop (or Dropped) Student	1.08
Student Withdrawal (from a course)	1.08
Withdrawal (from college)	1.08

CHAPTER 1. GENERAL

Contents (Continued)

	Page
Conditions Affecting Apportionment	1.08
General Requirement	1.08
Required Days of Instruction and Evaluation.....	1.08
Conditions for Inclusion as One of the Required Days of Instruction.....	1.09
Immediate Supervision.....	1.10
Instructional Aides	1.11
Learning Assistance.....	1.11
Tutoring	1.11
Employee of the District.....	1.12
Approved Courses Eligible for Apportionment Purposes	1.13
Open Enrollment.....	1.13
District Policy.....	1.13
Course Description.....	1.13
Dissemination of Information.....	1.13
Registration and Enrollment Procedures	1.14
Enrollment Limitations	1.14
Courses Not Eligible for State Support.....	1.15
Apprenticeship Classes of Related and Supplemental Instruction	
Maintained Pursuant to Labor Code Section 3074.....	1.16
Courses and Programs for Disabled Students	1.16
Field Trips.....	1.16
Inmate Education	1.17
In-Service Training Courses	1.17
Intercollegiate Athletic Courses.....	1.17
Open Entry/Open Exit Courses	1.17
Distance Education.....	1.18
Course Repetition	1.18
Course Repetition for Disabled Students	1.19

CHAPTER 1

GENERAL

ACADEMIC CALENDAR

College (Fiscal) Year

The fiscal year for community colleges begins on July 1 of each calendar year and ends on June 30 of the following calendar year.

Reference: T5 55701

Academic Year

That portion of the college year during which the regular (day) college is maintained for not less than the required minimum days of instruction and/or evaluation in order to qualify for full apportionment from the State School Fund.

Reference: T5 55702

Regular (Day) College

All programs and courses of credit or noncredit instruction offered by a community college regardless of time of day offered. Programs and courses offered by an "evening" or "adult" college may be separately established by the district governing board pursuant to Education Code, Section 78401.

Reference: ECS 8500, ECS 78401

Flexible Calendar

A community college district board may offer, subject to the approval of the Chancellor's Office and in accordance with rules and regulations adopted by the Board of Governors, courses under a flexible calendar. The sum of the days in the academic year of a district operating pursuant to a flexible calendar shall be at least 175 days, and at least 160 of these days must meet or exceed the standards for counting a day prescribed by the Board of Governors pursuant to Title 5 Section 58120 and 58142 of the California Code of Regulations.

Districts may designate any time during the fiscal year an amount of flexible time for an instructor. Not more than 8.57 percent per instructor's contractual obligation for hours of apportionment eligible classroom instruction in the academic year, exclusive of any intersessions, may be designated by a district to conduct staff, student, and instructional improvement activities. The time designated for these activities shall be known as flexible time. (For Flexible Calendar Operations, see Chapter 3.)

Reference: T5 55720-55732, T5 58120, T5 58142

Semester

Common usage has designated a semester as being a period of instruction and examination one-half of the required days of instruction for an academic year.

Quarter

Common usage has designated the quarter as being a period of instruction and examination one-third of the required days of instruction for an academic year.

Primary Term

The governing board of each community college district shall establish a single primary term for each of its colleges of not less than ten weeks in length. The (See Chapter 3 for additional discussion.)

Reference: T5 58003.1(b)

Credit courses scheduled coterminously with the primary term are those courses scheduled to meet the same number of weeks (including final examination scheduling) as the primary term.

Reference: T5 58003.1(b), T5 58004

Intersessions

A community college district may maintain intersessions (including summer intersessions) in accordance with rules and regulations adopted by the Board of Governors.

Reference: T5 55702

Change in Academic Year Terms

Prior to any change in academic year terms, including the addition, deletion, shortening or lengthening of any term, the district governing board shall request and obtain approval of the Chancellor.

Reference: T5 55702

Census Week (See Weekly Student Contact Hour Procedure, Chapter 3.)

In general, the census week (weekly student contact hour procedure) is the week nearest to one-fifth of the number of weeks in the primary term and applies only to credit courses scheduled regularly with respect to the number of hours the course meets in each scheduled week, and scheduled coterminously with the district's primary term (include independent study and work experience education courses for the purpose of identifying the census week for such courses scheduled coterminously with the primary term).

To identify the census week for primary term length courses (coterminously scheduled), multiply the number of weeks the course is scheduled to meet by 0.2 (using standard rounding rule), with the exception that regardless of the primary term length (not less than 10 weeks), the census date may not be earlier than Monday of the third week. This administrative decision leaves only two choices for primary term census week: third or fourth.

Reference: T5 58003.1(b), T5 58782

Each week of the primary term must include at least three days of student instruction or examination.

Reference: T5 58004

Census Date

For credit courses scheduled coterminously with the primary term, the census date is Monday of census week. If the census date falls on a holiday, the next succeeding instructional day is designated as the census date.

Reference: T5 58003.1(b), T5 58782

Census Day (See Daily Student Contact Hour Procedure, Chapter 3.)

The census day concept is applicable only to credit courses scheduled to meet five or more times, and scheduled to meet for the same number of hours for each scheduled meeting, and not scheduled coterminously with a primary term (include independent study and work experience education courses for the purpose of identifying the census day). In daily census courses, only those days for which a course is actually scheduled to meet are counted for attendance purposes (exclude holidays and includes the day of the final examination if one is scheduled).

Reference: T5 58003.1(c), T5 58782

These courses may be scheduled at any time of the college year. All summer or other intersession credit courses of five or more days in length and scheduled regularly (same number of hours each class session) are also included in this category.

Census for these courses is taken on the scheduled day of the course that is nearest one-fifth (0.2) of the number of days for which each course is scheduled to meet. The attendance is to include students actively enrolled as of the last day of business in the course prior to census day. In contrast to weekly census procedure courses that limit the census to be no earlier than the third week, census days for daily census procedure courses are not subject to the third day limitation.

Note: For short-term daily census courses where the census falls on the first day of the course, the enrollment is to reflect the active enrollment as of the end of the first day, and the census is on the second day.

The standard rule for rounding decimal fractions is to be applied as follows:

Example:

Scheduled Number of Census Day Course Sessions:

20	x	0.2	=	4.0	=	4th Meeting
19	x	0.2	=	3.8	=	4th Meeting
18	x	0.2	=	3.6	=	4th Meeting
17	x	0.2	=	3.4	=	3rd Meeting
16	x	0.2	=	3.2	=	3rd Meeting
15	x	0.2	=	3.0	=	3rd Meeting
14	x	0.2	=	2.8	=	3rd Meeting

Holidays do not pose a problem in determining census for these courses since they are not scheduled to meet on holidays.

Saturday/Sunday

For apportionment purposes community colleges may count classes conducted on any non-holiday day of the week including Saturday and Sunday. Saturdays and Sundays may be counted toward the "175-day requirement" if the level of instructional activity meets conditions for inclusion as one of the 175 days (a regular college day with course offerings for a minimum of three hours during the period of 7 a.m. and 11 p.m.).

Reference: ECS 79020, T5 58120, T5 58142

Drop Date -- Attendance Accounting

The drop date shall be no later than the end of business of the day immediately preceding the beginning of the census week in weekly census procedure courses, or the day immediately preceding census day in daily census procedure courses, and is the date used to clear the rolls of inactive enrollment for attendance accounting purposes. (See Inactive Enrollment, Chapter 4.)

Reference: T5 58004, T5 58782

Residence Determination Date

The day immediately preceding the opening day of instruction of the quarter, semester, or other session as set by the district governing board. (See Chapter 2.)

Reference: ECS 68023, T5 54002

Mandatory Holidays

All colleges must be closed on the following holidays: January 1, third Monday in January, February 12, third Monday in February, last Monday in May, July 4, first Monday in September, November 11, Thanksgiving Day as proclaimed by the President of the United States, and December 25. Generally, if any of these dates falls on a Saturday, the preceding Friday is the holiday; if any falls on Sunday, the succeeding Monday is the holiday. These days do not count towards the required 175 days of instruction and evaluation (and Student contact hours may not be claimed for state funding). There are specific allowances for flexibility for Veterans Day or Lincoln Day.

Reference: ECS 79020

Other Holidays

The district governing board may determine and must declare which other holidays it will observe and on what days it will observe them. Any holiday for which a college is closed cannot count toward the required days of instruction and examination.

Reference: ECS 79020

ADMISSION AND ENROLLMENT

General

The Education Code provides that the district governing board may/shall admit certain persons to the college(s) under its jurisdiction. In the following list it is presumed that an appropriate college official, acting within the policy of the district, may/shall admit students.

1. Shall admit any California resident, and may admit any nonresident, possessing a high school diploma or equivalent, such as a Certificate of Proficiency by the State Board of Education.

Reference: ECS 76000

- a. Certificate of Proficiency

May be awarded to any person 16 years of age or older who has enrolled in the tenth grade for at least one academic year and passes a proficiency examination established by the Department of Education and shall be the equivalent to the high school diploma.

Reference: ECS 48412

- b. California High School Equivalency Certificate (GED)

May be awarded to persons who are at least 18 years of age and have passed a general education development test approved by the Department of Education and shall be deemed equivalent to the high school diploma for purposes of public employment requirements.

Reference: ECS 51425

2. May, by rule, determine whether there shall be admitted, as a provisional student, any other person over the age of 18 who is capable of profiting from the instruction offered.

Reference: ECS 76000

3. May admit any apprentice as defined in Section 3077 of the Labor Code who is capable of profiting from the instruction offered.

Reference: ECS 76000

4. May admit to a regular term as a special part-time student any student whose admission is recommended by the school principal and consented to by the parents. The students recommended by the school district are those who would benefit from advanced scholastic or vocational courses. Credit for courses completed shall be at a level determined to be appropriate by the school district and community college district.

A special part-time student, for purposes of ECS 76001, is one who may enroll in up to, and including, 12 units per semester.

Reference: ECS 48800, ECS 48802, ECS 76001

5. May admit to a regular term as a special full-time student any student upon a parent or guardian's petition to, and authorization by, the governing board of the school district in which the student is enrolled. Such students are required to undertake courses of instruction of a scope and duration sufficient to satisfy the requirements of law.

Reference: ECS 48800.5(a), ECS 76001(b)

6. May admit as a special part-time or full-time student a student who is not enrolled in a public school upon a parent or guardian's petition to, and authorization by, the President of a community college, based on the fact that the student would benefit from advanced scholastic or vocational course(s).

Reference: ECS 48800.5(a),(b), ECS 76001(b)

7. Any student who attends as a special full-time student under Education Code, Section 48800.5 (and ECS 76001(b)) is exempt from compulsory school attendance.

Reference: ECS 48800.5, ECS 76001(b)

8. May admit to a summer intersession, as a special part-time student, any student with parental consent:

- a. Whose admission is recommended by the high school principal.
- b. Who has demonstrated adequate preparation in the discipline to be studied.
- c. Who has availed himself or herself of all opportunities to enroll in an equivalent course at his or her school of attendance.

Reference: ECS 76001(c)

- d. The number of such persons recommended shall not be in excess of five percent of the total number of students who have completed a particular grade immediately prior to the time of recommendation.
- e. The student shall receive credit for courses as determined to be appropriate by the school district or community college district.

f. If a community college district agrees to provide a high-school district's summer school it must include in such arrangements the following conditions in order to meet requirements of law:

(1) The community college must have a formal mutual agreement with the high school district to offer such courses.

Reference: ECS 8511, ECS 76001(d),(e)

(2) The courses must meet the Title 5 criteria for the conduct of courses which includes that community college credentialed instructors must teach the course.

Reference: T5 55002

(3) All courses must be open to the general public, published in the official catalog and/or schedule of classes; and, no priority enrollment may be given to high school students.

Reference: T5 58051.5, T5 58102-58108

9. May admit students who are inmates of any city, county, or city and county jail, road camp, farm, or federal correctional facility. The attendance hours of such students are to be counted for apportionment of state funds, if all requirements of statute and regulations are met. Funding will be at the noncredit rate, whether the course is credit or noncredit.

Reference: ECS 70901, ECS 84810.5, CCFS-320

10. Shall admit students under the jurisdiction of the Department of the Youth Authority if they otherwise qualify.

Reference: ECS 71029

11. May admit nonresidents and international students. The attendance hours of such students shall not be counted for apportionment of state funds, except for eligible students enrolled in specified noncredit classes.

Reference: ECS 76140, ECS 76380, ECS 84757; T5 58007, T5 58050

CLASSIFICATION BY ENROLLMENT STATUS

Enrolled Student

A student who has been admitted to the college and who is officially enrolled in one or more courses.

Reference: Admin.

No Show (Student)

An enrolled student who has not attended one or more courses at any time.

Reference: Admin., T5 58004(c)(1)

Drop (or Dropped) Student

An enrolled student who has canceled enrollment in a course or for whom such disenrollment has been initiated by the instructor or other college authority in accordance with Title 5 Section 55202 and college policy.

Reference: Admin., T5 58004, T5 58508

Student Withdrawal (from a course)

A withdrawal in this context has the same meaning as a drop (as indicated above) initiated by the student.

Reference: Admin.

Withdrawal (from college)

An enrolled student who (a) has initiated action to cancel enrollment in all courses or (b) has had such action initiated by authorized college personnel in accordance with college policy.

Reference: Admin., ECS 84040

CONDITIONS AFFECTING APPORTIONMENT

General Requirement

Units of full-time equivalent student (FTES) are to be reported for State apportionment if all requirements of statute and regulation are met, whether or not funding is available.

Reference: T5 58003.1, T5 58050, T5 58051, T5 58051.5, T5 58052-58060, T5 58780, T5 58782, CCFS-320

Required Days of Instruction and Evaluation

1. All community college districts must maintain a minimum of 175 days of instruction, including districts with approved flexible calendar operations. Flexible calendar districts may designate an amount of flexible time during the fiscal year for an instructor to participate in approved flex-time activities. Not more than 8.57 percent per instructor's contractual obligation for hours of apportionment eligible classroom instruction in the academic year, exclusive of summer intersessions, may be designated as release time (from instruction) for purposes of conducting staff, student, and instructional

improvement activities. The approved flexible days shall be included for purposes of meeting the required 175 days of instruction.

Reference: T5 55700-55729, T5 58120, T5 58142

A flexible calendar district must still meet the minimum day requirements of instruction and/or examination for at least 160 days of the academic year (i.e., considering a maximum of 8.57percent release time for faculty). The required number of days of instruction depends on the approved number of days, or percentage of flex time, allowed under a district's flex calendar configuration. (See Flexible Calendar Operations, Chapter 3.)

Reference: T5 55700, T5 55720, T5 55724

2. For any district which fails to meet the required minimum days of instruction and examination, the Board of Governors shall withhold from the district the product of 0.01143 times the district's apportionment, times the number of days the district is short the required days of instruction.

Reference: T5 58142

Conditions for Inclusion as One of the Required Days of Instruction

1. For a day to count towards meeting the requirements of California Code of Regulations, the total hours of course offerings scheduled during the regular college day must be offered for a minimum of three hours during the period of 7 a.m. and 11 p.m.

Reference: T5 58120, T5 58142.

Days of final examination may be counted toward meeting the requirements of Title 5 Section 58142, provided that:

- a. Such examinations are administered under the immediate supervision and control of an instructor who is an employee of the district; and
- b. Not more than fourteen days of final examinations are counted for any academic year.

Reference: T5 58120(b)

3. Registration and commencement activities cannot be included as part of the minimum day requirement.
4. Holidays cannot be counted.

Reference: ECS 79020; T5 58120

Immediate Supervision

1. Immediate supervision is one of the requirements of the California Code of Regulations for a course to generate FTES eligible for State apportionment. Immediate supervision or presence is characterized by all of the following:
 - a. The academic employee is able, in terms of physical proximity and range of communication, to provide immediate instructional supervision and control; and
 - b. The academic employee is in a position to provide the supervision and control necessary for the protection of the health and safety of students; and
 - c. The academic employee is not to have any other assigned duty during the instructional activity for which attendance is being claimed.

Reference: Title 5 55002(b)(4), T5 58051(a)(1), T5 58056, T5 58058

2. The criteria are to be applied in recognition of the fact that the need for immediate supervision will vary according to the course being offered, as well as with the design or mode of instruction of such course or program.
3. In computing full-time equivalent student (FTES) of a district, attendance is included of students enrolled in approved courses or programs of independent study, who are under the supervision, control, and evaluation but not necessarily in the "immediate presence" of an academic employee of the district.

Note: All distance education courses are to be accounted for under the independent study method of attendance accounting. However, fully interactive distance education courses shall not be considered independent study for purposes of calculating FTES for state apportionment. (See Distance Education, page 18.)

Reference: T5 55300ff, T5 55370, 58003.1, T5 58051(a)(2), T5 58056(b)(1)

4. "Immediate supervision" in work experience education programs is outlined in the training agreement, coordinated by the district under a state-approved program, wherein the employer and academic employee of the district share the responsibility for on-the-job supervision.

Reference: T5 55250ff, T5 58051(b), T5 58056(b)(2)

5. In clinical activities for allied health (dental lab, nursing programs, etc.) "immediate supervision" means student participation in such programs wherein the person to whom the student is required to report for training, counseling, or other prescribed activity shares the responsibility for the supervision of the students with an academic employee of the district.

Reference: T5 58055(a), T5 58056(b)(3)

6. "Immediate Supervision" in educational programs sponsored by the California Firefighter Joint Apprenticeship Program means in the context of classes conducted at the workplace, student participation in classes instructed by a person who is qualified by means of education or experience, as a journey person, and shares the responsibility for supervision of the students participating in the classes with an academic employee of the district.

Reference: T5 58055(b)

Instructional Aides

1. Instructional aides are classified employees who are employed to assist classroom teachers and other academic employees of the district. Instructional aides may not be assigned a class and shall not be deemed an academic employee for apportionment purposes. Therefore, where an instructional aide is assigned a class (is the "instructor of record"), the contact hours generated in such a class do not qualify for apportionment purposes.

Reference: ECS 72401, ECS 88240ff, T5 58056(c)

2. Attendance may qualify under the following limited circumstances:
 - a. The assistant or aide functions under the exclusive direction of the academic employee of the district, assigned to that educational activity, and not independently; and,
 - b. The assistant or aide performs only those duties specifically authorized by law.
 - c. The academic employee of the district is able, in terms of physical proximity and range of communications, to provide necessary supervision and control of students.

Reference: ECS 72401, 88240ff; T5 55002(b)(4), T5 58051(a)(1), T5 58056(c)

Learning Assistance

Only the attendance in scheduled and supervised instructional activities required of all students enrolled in a course may be claimed for apportionment purposes.

Attendance for supplemental learning assistance activities in a course shall be reported for state apportionment only when such activity is required of all students and is offered during scheduled course hours; or, when learning assistance is offered in a related laboratory course meeting standards for apportionment.

Reference: T5 58172

Tutoring

Attendance may be claimed for individual student tutoring under the following circumstances:

1. The tutoring is conducted in a designated tutoring center which is supervised by an academic employee of the district who meets the minimum qualifications for the curriculum, as determined by the college,
2. All tutors shall be approved by a faculty member from the discipline or disciplines in which the student will tutor.

The requirement that a tutor successfully complete a course in tutoring methods may be waived on the basis of advanced degrees or equivalent training.

3. All students receiving tutoring are enrolled in a noncredit course entitled, "Supervised Tutoring," and are enrolled on the basis of an identified learning need by a counselor or instructor.
4. Attendance in such courses generate FTES on a positive attendance basis.
5. Student tutors may be remunerated but not granted academic credit for tutoring.
6. No state apportionment shall be claimed for tutoring services for which state categorical funds are being paid.

Reference: T5 58003.1(e), T5 58170ff, T5 58782

Employee of the District

1. A person is an employee of the district if:
 - a. The district has the primary right to control and direct the person's activities during the time such person is serving the district; and,
 - b. A contract exists between the person and the district, which may include provisions which specify the terms and conditions of work, salary and other compensation, work to be performed, and employment classification; and,
 - c. The district compensates the person according to an adopted salary or wage schedule. A salary or wage schedule may include \$1 or \$0 compensation per year if adopted by the governing board.

Reference: T5 58051(a)(1), T5 58058

2. A district also may contract for instruction to be provided by a public or private agency. Such contracts shall specify that the district has the primary right to control and direct the activities of the person or persons furnished by the public or private agency during the term of the contract. In addition, the district shall enter into a written contract with each

person furnished by the public or private agency. In this manner an individual employed will continue to be an employee of a public or private agency, while at the same time qualifying as an employee of the district.

Reference: T5 58051(a)(1), T5 58058

3. The employee of the district also must meet the following requirements relative to the activity for which attendance is being claimed:
 - a. It must authorize the holder to provide instruction in the particular subject matter or matters; and
 - b. It must authorize the holder to provide that instruction during the period in which the holder is providing it.

Reference: T5 58060

Approved Courses Eligible for Apportionment Purposes

Attendance for apportionments shall not be reported unless:

1. The course is in an educational program that has been approved by the Board of Governors; or

Reference: ECS 70902(b), T5 55100ff; California Community Colleges Curriculum Standards Handbook

2. The course itself was approved by the Board of Governors.

Reference: T5 55100ff

Open Enrollment

1. Attendance in courses which are not open to the general public shall not be reported for apportionment. Exceptions are made for special noncredit classes for disabled adults, for credit and noncredit courses for inmates of any city, county, or city and county jail, road camp, farm for adults, or federal correctional facility, for those in state hospitals, and for apprenticeship classes.

Reference: T5 58051.5, T5 58051.6, Labor Code Section 3074.3, CCFS-320 CP

2. Every community college district shall provide access to its services, courses, and programs without regard to race, religious creed, color, national origin, ancestry, disability, or gender.

Reference: ECS 262, 72011ff, 72015; Government Code Section 11135; T5 59300ff

3. A statement regarding adopted district board policy shall be published in the official catalog, and/or schedule of classes for which FTES is reported for State apportionment.

Reference: T5 51006, 58102, 58104

4. The description of each course shall be clear and understandable to the prospective student and shall be published in the official catalog, and/or schedule of classes, and/or addenda. The description may indicate that the course is designed to meet certain specialized needs, but must indicate the course is available to all qualified students. No group or individual shall receive notice prior to the general public for purposes of preferential enrollment, limiting accessibility, or exclusion of qualified students.

Reference: T5 58102, T5 58104, T5 58106

5. All courses shall be open to enrollment by any student who has been admitted to the college, except that students may be required to meet prerequisites pursuant to Title 5 section 55200-55202. In addition, districts may limit enrollment in a course based on:
 - a. Health and safety considerations,
 - b. Facility limitations,
 - c. Faculty workload,
 - d. The availability of qualified instructors,
 - e. Funding limitations,
 - f. Constraints of regional planning, or
 - g. Legal requirements imposed by statute, regulations or contracts.
6. The district governing board shall adopt fair and equitable policies and procedures for determining who may enroll in affected courses. Such procedures may limit enrollment on a "first-come, first-served" basis or utilize other non-evaluative selection techniques.
7. Registration as an indentured apprentice in a program approved by the Division of Apprenticeship Standards of the Department of Industrial Relations is an acceptable prerequisite to enrollment in a class of related and supplemental instruction.

Reference: LCS 3074.3, 3077

8. All courses conducted must be clearly described in the official general catalog and/or addenda and listed in the schedule of classes.

Reference: T5 58104

9. Announcement of course offerings must be reasonably well publicized and not limited to a specialized clientele.

Reference: T5 58104

10. No registration procedures shall be used that result in restricting enrollment to a specialized clientele.

Reference: T5 58108

11. The following registration procedures are permissible: special registration assistance to the disabled or disadvantaged students as defined by statute, for the purpose of providing equalization of educational opportunity; and enrollment of students in accordance with a priority system established by the local governing board.

Reference: T5 56026(a), T5 58108

12. Students will not be required to participate in any pre-registration activity not uniformly required; nor shall nonacademic requisites be placed or enforced as barrier to enrollment in or to successful completion of a class.

Reference: T5 58108

13. With respect to accessibility to off-campus sites and facilities, no student is to be required to make any special effort not required of all other students in registering in any course or course section. Once enrolled in the course, all students must have equal access to the site.

Reference: T5 58108

14. Colleges are not obligated to admit students to classes, courses or programs beyond the limitations imposed by physical facilities, availability of qualified instructors, funding limitations, and the constraints of regional planning.

Reference: T5 58106, T5 58108

Courses Not Eligible for State Support

The following courses cannot be reported for State support:

- a. Community service classes

Reference: ECS 78300

- b. Noncredit classes in:
 - (1) Recreational physical education;
 - (2) Recreational dancing; or

Reference: T5 58130

- (3) Any noncredit course or class which is not set forth in Education Code Section 84757 or Title 5 Section 58050(a)(5).

Reference: ECS 84757; T5 58050(a)(5), T5 58160

- c. Any course in which the district receives full compensation for direct educational costs from any public or private agency, individual or group of individuals.

Reference: T5 58050(a)(4), T5 58051.5

Apprenticeship Classes of Related and Supplemental Instruction Maintained Pursuant to Labor Code, Section 3074

Indentured apprentices enrolled in courses of related and supplemental instruction maintained pursuant to LCS 3074 do not generate FTES. Students other than indentured apprentices enrolled in such courses continue to generate FTES on a positive attendance basis.

Reference: LCS 3074, T5 58008, CCFS-321

Attendance of indentured apprentices, in courses other than apprenticeship courses of related and supplemental instruction, is accounted for in the same manner as for other students in such courses. (See Chapter 5.)

Reference: CCFS-320, CCFS-321

Courses and Programs for Disabled Students

Attendance for general apportionment purposes in courses for disabled students shall qualify under the following circumstances:

- a. The course shall be open to enrollment and participation by any student pursuant to Title 5, Section 58106. Exceptions are made for special courses for disabled adults (noncredit courses).

Reference: T5 58108

- b. The course shall include only those scheduled contact hours for instruction and/or laboratory under the direct supervision of a qualified instructor who is an academic employee of the district;
- c. Only the attendance of students taking such courses for the first time, or students making progress on the basis of an Individual Educational Plan (IEP) may be counted.

Reference: ECS 84850, T5 56000ff,

Field Trips

1. The attendance of a student on an authorized field trip or excursion may be considered attendance for apportionment purposes.

Reference: T5 55450

2. No more contact hours shall be reported for a field trip or excursion than if the class were held on campus. Not more than 48 hours of attendance per unit of credit earned can be claimed per student.

Reference: T5 58166

3. No group shall be authorized to take a field trip or excursion if any student who is a member of the identifiable group will be excluded from participation because of his/her lack of sufficient funds.

Reference: T5 55450(d)

Inmate Education

Attendance of students who are inmates of any city, county, or city and county jail, road camp, farm for adults, or federal correctional facility, enrolled in credit and/or noncredit courses may be counted for apportionment purposes.

A district is allowed an amount equal to the current noncredit rate per FTES.

Reference: ECS 84810.5, T5 58051.6, CCFS-320 CP

Such courses conducted under Title 5 Section 58051.6 shall conform to the criteria and standards adopted under Education Code, Section 70901(b)(1)(d) and shall be submitted to the Board of Governors for approval.

In-Service Training Courses

Attendance of students in in-service training courses in the areas of police, fire, corrections, and other criminal justice system occupations must be reported separately. At least 15 percent of classroom spaces of such courses must be open to non-service students if they request such enrollment.

Reference: PCS 832.3, T5 58051(c)(d)

Intercollegiate Athletic Courses

Attendance of students in approved intercollegiate athletics may be claimed for apportionment; however not more than 175 hours of attendance can be claimed for each student in each fiscal year for any single sport.

Districts must institute controls to truncate contact hours to allowable amounts. This limitation on class hours for apportionment purposes has no bearing on the total number of hours that may be required of a student in a given sport.

Reference: T5 58162

Open Entry/Open Exit Courses

Students may enroll in open entry/open exit courses at varying times, progress at varying paces, and receive varying units of credit. The courses may be conducted with or without regularly scheduled hours.

Reference: T5 58006, T5 58164

Apportionment attendance cannot be claimed for more than two times the class hours normally required to complete the course.

Reference: T5 58164

Distance Education

1. Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.
2. For apportionment purposes, all distance education courses are independent study courses.
3. The FTES for credit courses are to be calculated in the same manner as other independent study courses (daily or weekly student contact hour procedure). However, **fully interactive** distance education courses as defined by the Chancellor shall not be considered independent study for purposes of calculating state apportionment.
4. All distance education noncredit courses shall be conducted as independent study, and the FTES is calculated as described in Title 5 Sections 58003.1(f) and 58007. (See Chapter 3, page 13 and 14, 6.d.)

Reference: T5 55370, T5 58003.1(f), T5 58007

Course Repetition

1. Attendance in a course in which a student has previously received a grade may be repeated once for apportionment purposes, if:
 - a. The student is repeating the course to alleviate substandard work which has been recorded on the student's record.
 - b. The student's previous grade is the result of extenuating circumstances (as defined by the district).
 - c. It has been determined by the college that student should repeat a course because there has been a significant lapse of time since the student previously took the course (as determined by the district).

Reference: T5 58161(b)

2. Apportionment for repetition of courses for which substandard work has not been recorded shall be permitted only upon petition of the student and with the written permission of the district superintendent or authorized representative based on extenuating circumstances which justify such repetition.

Reference: T5 55763

3. The attendance of a student repeating a course for other than the circumstances listed in item 1. may be claimed for apportionment purposes, for not more than three semesters or five quarters upon approval of the Chancellor in accordance with the following procedure:
 - a. The course is identified and published in the district catalog of courses as repeatable.
 - b. Each such identified course is one in which the content or focus differs each time it is offered and provides the repeating student the opportunity to gain an expanded educational experience because:
 - (1) Skills are enhanced; or
 - (2) Active participatory experience is a basic means to achieve learning objectives.
 - c. The district must develop and implement a system for monitoring such repetition.

Reference: T5 58161(c)

4. Activity course repetitions shall be restricted to no more than three semesters or five quarters per subject matter, or per course (irrespective of the number of repeats in other courses within a common subject matter), if the course is part of a sequenced transfer curriculum in the visual and performing arts disciplines (music, fine arts, dance or theater arts).

Reference: T5 58161(c); Admin.

5. Course repetition is allowed when the repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. The district may claim apportionment each time the student repeats the course under this provision.

Reference: T5 58161(c)

6. Course repetition for disabled students as defined in Education Code Section 84850 is subject to the course repetition limitation; however, districts are authorized to permit additional repetitions under, but not limited to, the following circumstances:
 - a. When continuing success of the student in other general and/or special class is dependent on additional repetitions of a specific class;
 - b. When additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other regular or special classes; or;
 - c. When the student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

Reference: T5 56029

