

Attributes of a Distance Education Credit Course on Weekly, Daily, or Positive Attendance Procedures*

GENERAL REQUIREMENTS FOR APPORTIONMENT ELIGIBILITY:

- The course is approved and being conducted as distance education in accordance with T5 Section 55205, et seq.
- There may be no more than one attendance accounting method/procedure in a course. [T5 58000, et seq.]
- Class hour unit not less than 50 Minutes [T5 58023]
- Residency classification must be made for each student at the time applications for admission are accepted and whenever a student has not been in attendance for more than one semester [T5 54010]
- Unless expressly exempted by statute, the course must be open to enrollment by the general public [T5 58050(3), 58051.5]
- Hours that the course meets cannot be the same as the established office hours
- The district may not receive full-compensation for the direct education costs for the course from any public or private agency, individual or group of individuals [T5 58050(4), 58051.5]
- The employee of the district must hold valid and unrevoked credentials or be employed pursuant to minimum standards adopted by the Board of Governors or equivalencies pursuant to Section 53430 authorizing the employee to render service in the capacity and during the period in which the employee served

SPECIFIC REQUIREMENTS:

Weekly Census Procedure [T5 58003.1(b)]:

- Term length course – may not be applied to any term shorter than ten weeks [T5 58003.1(b)]
- Coterminous (scheduled to meet each week of the term, exclusive of final examination scheduling) [T5 58004(b)(2)]

- Regularly scheduled to meet with respect to the number of days of the week and the number of hours the course meets each week [T5 58003.1(b), 58004]
Example: MWF 9:00 a.m. to 10:00 a.m.
- Instruction must occur each scheduled class meeting and students and instructor must be able to interact during the class session via some sort of communication technology. It is not sufficient to state in the official schedule that students in a particular distance education course are required to complete 3 hours per week independent of actual course meetings. [T5 58003.1(b), 58004]
- Districts must be able to clear the rolls of inactive enrollment (no show; officially withdrawn; or been dropped from the course. Students shall be dropped if no longer participating in the course, except if there are extenuating circumstances. [T5 58004(c)]
- Census Date: Monday of the one-fifth length of the term [T5 58003.1(b)]

Daily Census [T5 58003.1(c)]:

- Shorter or longer than the primary term (not coterminous) [T5 58003.1(c)]
- Scheduled to meet for five or more days [T5 58003.1(c)]
- Scheduled regularly with respect to the number of hours during each scheduled day. [T5 58003.1(c)]
- Instruction must occur each scheduled class meeting and students and instructor must be able to interact during the class session via some sort of communication technology. It is not sufficient to state in the official schedule that students in a particular distance education course are required to complete 3 hours per day independent of actual course meetings. [T5 58003.1(c), 58004]
- Districts must be able to clear the rolls of inactive enrollment (no show; officially withdrawn; or been dropped from the course. Students shall be dropped if no longer participating in the course, except if there are extenuating circumstances. [T5 58004(c)]
- Census Date: scheduled meeting day closest to one-fifth length of the scheduled course meeting [T5 58003.1(b)]

Note: Please refer to the Student Attendance Accounting Manual (Chapter 3) and the Distance Education Guidelines for specific guidance on the “To Be Arranged” (TBA)

scheduling option as applicable to Weekly or Daily Census procedure courses. Under this scheduling option, students adhere to individual schedules for meeting with the instructor as opposed to a single scheduled time for all students. However, each individual schedule continues to be based on regular weekly or daily contact hours depending on the applicable census based attendance procedure.

Positive Attendance (Actual Student Contact Hours of Attendance Procedure) [T5 58003.1(d)]:

- Based upon the count of students present at each course meeting. No census date. [T5 58006]
- Applies to all courses, exclusive of independent study and work experience, scheduled to meet for fewer than five days, or courses of five or more days which are scheduled irregularly with respect to the number of days of the week and the number of hours the course meets [T5 58006(a)].
- Instruction must occur each scheduled class meeting and students and instructor must be able to interact during the class session via some sort of communication technology. [T5 58003.1(c), 58004]
- Instructor must keep accurate records of every hour each student attends [T5 58022]
- Any course can be on positive attendance basis with the exception of Independent Study and work Experience Courses [T5 58006(f)]

*** IN ADDITION TO THE ABOVE, PLEASE BE SURE TO ALSO REFER TO THE STUDENT ATTENDANCE ACCOUNTING MANUAL (SAAM) FOR COMPREHENSIVE INFORMATION/GUIDANCE CONCERNING ATTENDANCE ACCOUNTING AND RESIDENCY DETERMINATION. BELOW IS A DIRECT INTERNET LINK TO THE SAAM:**

[HTTP://WWW.CCCCO.EDU/DIVISIONS/CFFP/FISCAL/ALLOCATIONS/LINKS/MANUALS/SAA_MANUAL](http://www.cccco.edu/divisions/cffp/fiscal/allocations/links/manuals/saa_manual)