

Guidelines for Determining Method of Attendance Accounting

I. Weekly Census

Any credit course scheduled regularly with respect to the number of days of the week and the number of hours the course meets on each scheduled day and scheduled coterminously with the primary term.

- Must be a full term fall or spring class.
- Hours must be consistently scheduled each week.

II. Daily Census

Daily student contact hours procedure may be applied to any credit course scheduled to meet for five or more days but less than a full semester and scheduled regularly with respect to the number of hours during each scheduled day, but not scheduled coterminously with the primary term.

- Short-term classes that have consistently scheduled hours per week.
- Class must have a minimum of five class meetings but less than that of a full term course.

III. Positive Attendance

The actual hours of attendance procedure (commonly referred to as "positive attendance") is based on an actual count of enrolled students present at each class meeting.

- Short-term classes meeting less than five class meetings.
- Irregularly scheduled days and hours. Credit courses scheduled irregularly with respect to the number of days of the week and the number of hours the course meets on the scheduled days.
- Short-term class that include TBA hours.
- Apprenticeship Classes
- Non-Credit classes