

## Actual Hours of Attendance Course Issues

Here are some examples of issues:

### **Example 1: Student was dropped prior to census and had 46.50 hours listed.**

Maximum class hours is 108

Weekly contact hours is 13.80

Start of class 6/12/2017

The class was scheduled to meet Monday-Thursday.

Student dropped class 6/16/2017 – Friday (Dropped 4 days after start of class)

If the student only attended the first week, the contact hours would be 13.80 not 46.50.

### **Example 2: Student was dropped before refund date and had 117.00 hours listed.**

Maximum class hours is 117

Weekly contact hours is 7.90

Daily hours Monday - 2.70, Thursday - 2.60 and Friday - 2.60.

Start of class 1/17/17, because Monday was a holiday.

The class was scheduled to meet Monday, Thursday, and Fridays.

Student dropped class 1/24/2017 - Tuesday. (Dropped 8 days after start of class)

If the student only attended 3 days, the contact hours would be 7.90 not 117. This is assuming the student attended on Thursday, Friday and Monday of the following week, and then dropped the next day on Tuesday.

### **Example 3: Student attended the entire class. Hours are based on grade**

Maximum class hours 108

Weekly contact hours is 13.80

Start of class 6/12/2017

The class was scheduled to meet Monday-Thursday.

Students given an A received 100 hours.

Students given an B received 80 hours.

Students given an C received 70 hours.

Students given an D received 60 hours.

Hours posted should not be given based on grades, hours are for actual attendance. We have potential missing hours on this class.

### **Actual Hours of Attendance Courses**

For courses for which actual student contact hours of attendance procedure is used, the fulltime equivalent student (FTES) is to be reported in the period in which the course is completed, even if the course overlaps fiscal years.

Reference: T5 58010