

Procedure 3.0927

Census Date Procedure

Curriculum

1. Calculate using 80 days for traditional 16 week courses.
2. Traditional course 10% dates will be calculated by colleague.
3. Hybrid and Internet course 10% dates is based on the number of days in the session or section. This is a manual entry in SRGD.
 - 16 wk. classes = 80 days = 8th day
 - 14 wk. classes = 70 days = 7th day
 - 12 wk. classes = 60 days = 6th day
 - 8 wk. classes = 40 days = 4th day
 - 4 wk. classes = 20 days = 2nd day
4. Days are counted as Monday – Friday, excluding holidays and breaks.
5. Traditional classes with no meeting days built (clinic, WBL) will be calculated on days in the course.
6. Traditional classes, labs and clinics are also calculated on the number of days in the course (cannot build meeting days for clinic meetings).

Continuing Education

1. Regularly scheduled course (membership) 10% census dates will be calculated by colleague.
2. Non-regularly scheduled courses (contact hour) do not require a 10% census date to be calculated. These courses count hour for hour.
3. Hybrid and Internet course 10% census dates are manually calculated by the director/coordinator in collaboration with the course instructor; based on a determination of when 10% of the course content has been delivered. The 10% date is entered in SRGD when the director/coordinator builds the course section in colleague.

References

Legal References: [1G SBCCC 200.94 Reporting of Student Hours in Membership for Continuing Education Classes](#)

SACSCOC References: *Enter references here*

Cross References: [Academic Policy](#)

Procedure

History

Senior Staff Review/Approval Dates: 04/24/2017, 05/22/2017

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

