

Administrative Procedure
Chapter 4 – Academic Affairs

AP 4850 CURRICULUM THAT IS SCHEDULED DAY AND HOURS TO
BE ARRANGED

References:

Education Code Sections 88240-88249;
Title 5 Sections 55002 and 58055-58058

Responsibilities

- A. The Vice President of Academic Affairs is responsible for administering this procedure.
- B. Individual department heads shall determine which courses are to be offered DHR, and shall arrange the hours of operation and staffing for the DHR facilities which the DHR courses will use. Department heads shall disseminate the hours of operation of DHR facilities to the students involved,

2. Computer laboratories
 3. Language laboratories
 4. Other laboratories in which the laboratory facility is being used in a DHR mode, rather than a traditional scheduled classroom laboratory mode.
 5. Classrooms
 6. Off campus facilities
- E. DHR courses in which a student may enroll in the course throughout the semester, and finish the work at his/her/their own pace, shall be referred to as open-entry, open-exit courses, and come under the regulations of this procedure.

1. The instructor is in physical proximity and range of communication such that immediate supervision is possible.
 2. The instructor is in such a position as to provide the supervision necessary for the protection of the health and safety of the students.
 3. The instructor is not to have any other assigned duty during the instructional activity for which attendance is being claimed.
- B. Ideally, the instructor is in the same room at the same time with the students.
- C. Immediate supervision could mean that the instructor is moving through several adjacent rooms and/or workspaces in which students are at work. Adjacent shall not mean rooms that are widely spaced apart on the same floor, or that are on different floors of the same building, or that are in different buildings or locations.
- D. Instructional assistants and aides may not be used in lieu of instructors to provide immediate supervision of students. Assistants and aides who work in a DHR facility must function under the exclusive direction of the instructor(s) assigned to that facility, and perform only those duties authorized by law (see §§88240-88249 of the Education Code). Assistants and aides shall not be used to increase the number of students in relation to the number of classroom instructors in the District.
- E. Two exceptions apply to the above definition of Immediate Supervision, as described in §58055 of Title 5:
1. In health sciences education programs, students in clinical activities may report to a health care professional who is not a District employee, but who shares the responsibility for supervision of the students with academic personnel of the District. This health care professional shall possess a valid certificate or license to practice a healing art in California.
 2. In courses sponsored by an instructional service agreement, students may be instructed by a person who is qualified as a journeyman, by education or experience, and who shares the responsibility for supervision of the students with academic personnel of the District.
- F. No hours of attendance shall be recorded, nor apportionment claimed, nor credit awarded, for the practice of enrolling in one section or course and attending another section or course. This shall not be construed so as to disallow a student to temporarily make up missed work in a section in which the student is not enrolled, due to an absence or absences on the part of the student in the section that the student is enrolled in.
- G. The practice of having several sections or courses in the same discipline scheduled in a DHR facility at the same time shall not be construed to be in violation of this procedure.

Record Keeping

- A. The instructor(s) on assignment shall keep a thorough attendance record of the students attending the DHR course, by name and student identification number, tracking the amount of time and date of each student's attendance, to the nearest tenth of an hour.

- B. This attendance record shall be used for apportionment purposes and must be kept and submitted with the rollbook to Admissions and Records at the conclusion of the class.

Also see BP 4850 Curriculum that is Scheduled Day and Hours to be Arranged.

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