Procedures for the Reporting of Instructional/Contact Hours in Adult General Education Courses

Rules for the Reporting of Instructional/ Contact Hours	1. A student shall be counted as an enrollment (headcount and instructional hours) under the following conditions: a) The student has participated in instructional activity for 12 contact hours *per program in a given reporting period* (i.e.., ABE, GED, adult high school, etc.), including hours for assessment or placement. b) Only two hours of assessment or placement contact hours shall count toward the 12-hour threshold. This does not limit the actual hours of assessment that can be provided; it does limit the number of contact hours for this activity that count toward the 12-hour threshold for reporting the enrollment. c) For students enrolled in online classes only, the 12-hour rule shall not be applied. However, the withdrawal policy in the sub-section below still applies to enrollment in these classes. 2. Fundable instructional/contact hours are those scheduled hours that occur between the date of enrollment in a class and the withdrawal date or end-of-class date, whichever is sooner. 3. Report a student for funding only for the number of hours that a person reasonably could be expected to be in actual attendance. a) A student may be reported only for the instructional/contact hours that are scheduled for attendance. b) Instructional/contact hours in a lab (an online class or an on-campus lab) must be within the constraints of reasonable attendance hours (see "Lab Scheduling").
Withdrawal and Transfer Policies	1. A student must be procedurally withdrawn for non-attendance from the class by the institution. Instructional/contact hours shall be reported from the date of enrollment until the date of withdrawal. a) Institutions must develop a procedure for withdrawing students for non-attendance. b) The standard for setting the withdrawal date shall be six consecutive absences from a class schedule, with the withdrawal date reported on the day after the last date of attendance. 2. If a student withdraws and re-enrolls in the same class, report the student instructional/contact hours from the first date of enrollment to the final withdrawal date or the end of the class, whichever is sooner. 3. If a student completes a program competency (LCP) prior to the scheduled end of the class, report the student instructional/contact hours to the date the LCP was earned. 4. If a student transfers from one class to another (i.e., course section), separately report the instructional/contact hours in the first class from the date of enrollment to the date of transfer and the instructional/contact hours in the second class from the date of transfer (or date of enrollment in the new section) to the final withdrawal date or the end of the class, whichever is sooner.
Lab Scheduling	1. Instructional/contact hours in a lab (an online class or an on-campus lab) must be within the constraints of reasonable attendance hours. Students should be scheduled in labs or online only for the hours that they are reasonably expected to attend. 2. Institutions are expected to document the participation of students in online and open lab environments (i.e., assignments, tests, or attendance records).
Compliance	In order to ensure compliance with the above rules, an end-of-year cap will be applied to all accumulated instructional/contact hours. A maximum of 1300 hours may be fundable per reporting year for an adult education student.