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**Administrative Procedure**  
Chapter 4 – Academic Affairs

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**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, through the schedule of classes or other written means. Department heads shall denote in the schedule if a particular DHR course is an Open-entry, Open-exit offering.
- C. The instructor(s) assigned to the DHR course(s) shall keep accurate student attendance records. The instructor(s) shall instruct the students in the DHR course in accordance with the course outline of record.
- D. The Director, Admissions and Records shall collect the attendance records and keep on file information necessary to verify collected apportionment for DHR courses.
- E. Students in the DHR courses shall be responsible for attending the necessary hours and doing the required work to receive the credit awarded for the course.

**Definitions**

- A. DHR means days and hours to be arranged.
- B. For the purpose of this procedure, a DHR course is a course which is offered days and hours by arrangement and is so listed in the schedule of classes.
- C. Work Experience, Independent/Directed Study courses (Distance Education and others) and Clinical Practicum courses, although listed DHR, shall not be covered by this procedure.
- D. DHR facility shall refer to the actual laboratory or classroom facility that is being used for the DHR course or courses. This could include:
  - 1. Learning center laboratories

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.

### **Purpose of Curriculum Designed and Delivered In A Days And Hours To Be Arranged Mode**

- A. Benefit students by allowing them to schedule their laboratory time to meet their needs.
- B. Allow the college to make the most efficient use of facilities that are not sufficient in size to handle, at one time, all of the students enrolled that need to use the facilities.
- C. DHR classes may not be scheduled when the hours of operation of the DHR facility are less than or equal to the hours that the student would spend in class if the course were offered as a traditionally scheduled classroom course. This ensures that the student requiring this type of flexible schedule will receive the same amount of laboratory hours as a traditionally scheduled classroom course.
- D. DHR classes may not require all of the students to be in attendance at the same time.

### **Instructor Scheduling**

- A. At least one of the instructors assigned to the DHR course(s) using a DHR facility shall be present in the DHR facility at any time students are present, credit is being earned, and apportionment is being claimed.
- B. This assignment shall be listed on the instructor's loadsheet.
- C. The list of which instructor is available at what times in the DHR facility shall be distributed to all students who are taking DHR courses in the DHR facility, or shall be posted in the DHR facility.

### **Immediate Supervision**

- A. In order to collect apportionment, and in order for students to receive credit in DHR courses, students must be under the immediate supervision of an instructor assigned to the DHR facility, which requires the presence of that instructor. Immediate supervision shall mean, as stated in Title 5:

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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**Approved:** July 10, 2001

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*(Replaces LBCC Administrative Regulation 4016)*