Title 5 Regulations and Tutoring

as part of “Supplemental Instruction, Learning Centers, and Tutoring Programs”

[§ 58168. Tutoring](https://govt.westlaw.com/calregs/Document/ID11AFFC0D48511DEBC02831C6D6C108E?originationContext=Search+Result&listSource=Search&viewType=FullText&navigationPath=Search/v3/search/results/navigation/i0ad7140a00000164771611709d4397d0?startIndex%3d1%26Nav%3dREGULATION_PUBLICVIEW%26contextData%3d(sc.Default)&rank=1&list=REGULATION_PUBLICVIEW&transitionType=SearchItem&contextData=(sc.Search)&t_T1=5&t_T2=58168&t_S1=CA+ADC+s)

A method of instruction in **credit** and **noncredit** that involves a **student** tutor who has

* been successful in a particular subject or discipline
* who has demonstrated a particular skill
* who has received specific training in tutoring methods
* who assists one or more students in need of special supplemental instruction in the subject or skill.

[§ 58170. Apportionment for Tutoring](https://govt.westlaw.com/calregs/Document/IC9FD5C45286E4A50AEDA09445C48DB89?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))

Apportionment may be claimed for individual student tutoring only if all the following conditions are met

1. individual student tutoring is conducted through a designated learning center
2. designated learning center is supervised by a person who meets the minimum qualifications ([§ 53415](https://govt.westlaw.com/calregs/Document/I7FFC8240D48411DEBC02831C6D6C108E?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)))
3. Tutors successfully complete instruction in tutoring methods and the use of appropriate written and mediated instructional materials, including supervised practice tutoring. This requirement may be waived by the chief instructional or student services officer on the basis of advanced degrees or equivalent training. Academic credit and apportionment for coursework in tutoring methods for purposes of this section shall be limited to two semester or three quarter units of credit, or 96 noncredit hours. All tutors shall be approved by a faculty member from the discipline or disciplines in which the student will tutor.
4. All students are enrolled in a noncredit course carrying a Taxonomy of Programs (TOP code) 4930.09 titled “Supervised Tutoring
5. Students enroll in the Supervised Tutoring course, through registration procedures established pursuant to [§ 58170](https://govt.westlaw.com/calregs/Document/IC9FD5C45286E4A50AEDA09445C48DB89?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)), after referral by the student, a counselor, or an instructor on the basis of an identified learning need. (Revised as of September 2018 by the Board of Governors and and being considered by the Department of Finance. Finalized November 2019.)
6. An attendance accounting method is established which accurately and rigorously monitors positive attendance
7. Student tutors may be remunerated but may not be granted academic credit for tutoring beyond that stipulated in ( c ) above
8. District does not claim state apportionment for tutoring services paid by state categorical funds

[§ 58172. Learning Assistance](https://govt.westlaw.com/calregs/Document/ID2435320D48511DEBC02831C6D6C108E?originationContext=Search+Result&listSource=Search&viewType=FullText&navigationPath=Search/v3/search/results/navigation/i0ad7140a0000016476b46b3d9d4392b7?startIndex%3d1%26Nav%3dREGULATION_PUBLICVIEW%26contextData%3d(sc.Default)&rank=1&list=REGULATION_PUBLICVIEW&transitionType=SearchItem&contextData=(sc.Search)&t_T1=5&t_T2=58172&t_S1=CA+ADC+s)

Apportionment for supplemental learning assistance in **credit** and **noncredit** dependent on whether:

* It’s required for all students (credit)

**or**

* or it’s optional and is provided through an open entry/open exit course (noncredit)

[§ 58164. Open Entry/Open Exit Courses](https://govt.westlaw.com/calregs/Document/ID025A340D48511DEBC02831C6D6C108E?originationContext=Search+Result&listSource=Search&viewType=FullText&navigationPath=Search/v3/search/results/navigation/i0ad7140a0000016476bf248f9d439384?startIndex%3d1%26Nav%3dREGULATION_PUBLICVIEW%26contextData%3d(sc.Default)&rank=1&list=REGULATION_PUBLICVIEW&transitionType=SearchItem&contextData=(sc.Search)&t_T1=5&t_T2=58164&t_S1=CA+ADC+s)

* refers to courses in which students enroll at various times, and complete at various times or at varying paces
* one unit of credit shall be awarded for approximately 48 hours of recitation, study, or laboratory work
* to provide support for another course or courses, the COR for the OE/OE must identify the other course(s) it supports and the specific learning objectives and competencies

Impact of AB705 on Tutoring and Apportionment

“The Chancellor’s’ Office has determined that colleges may collect apportionment for non-credit supervised tutoring hours in which students are strengthening basic skills even if they are seeking support for such skills in transfer-level courses.  However, the apportionment can only be claimed for the following: communication/literacy skills, quantitative reasoning skills, and critical thinking skills.” (From Memo AA 19-05 “Tutoring Apportionment” January 14, 2019)

Online Tutoring:

Per Title 5, [§ 58170](https://govt.westlaw.com/calregs/Document/IC9FD5C45286E4A50AEDA09445C48DB89?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)), individual student tutoring must be conducted through a designated learning center that is supervised by an individual that meets the established minimum qualifications.  This **memo** serves to clarify that the policy **does not require the designated learning center to be housed in a brick and mortar facility or that supervision occur in-person.  A virtual tutoring center may offer supervised tutoring assistance through synchronous technologies** such as videoconference, web conference, audio conference, or other technology resources. Therefore, colleges transitioning to virtual, online tutoring should establish protocols and online infrastructure to support continued tutoring services that meet the requirements of this policy.