

## **AR 5070 ATTENDANCE**

### **Attendance Accounting**

The District shall comply with State attendance accounting regulations as published in the Education Code, in Title 5, and in the California Community Colleges Chancellor's Office Student Attendance Accounting Manual.

#### **Credit courses:**

Attendance records shall be maintained by faculty prior to census according to rules and regulations prescribed by the Board of Governors of the California Community Colleges. The only official rosters for all classes are the records stored on the **District's student information system?** Prior to **the first** census, each faculty member shall verify class rosters and drop **inactive** students, who never attended.

#### **Courses Designated as Positive Attendance:**

Daily attendance records for each student shall be maintained by faculty teaching courses designated as positive attendance courses. Additionally, faculty are responsible for maintaining **and submitting** these records **as required by the District**, and inputting student attendance hours into the District's student information system.

**The District's s**Supporting documentation and attendance data will be available for verification and audit purposes.

#### **District attendance accounting includes:**

- Computation of units of full time equivalent student (FTES) based on the type of course, the way the course is scheduled, and the length of the course.
- Selection of a single primary term length for credit courses.
- Reporting of FTES during the "first period" (July 1 - December 31), "second period" (July 1 - April 15), and "annual reports" (July 1 – June 30).
- Compliance with census procedures prescribed by the California Community Colleges Chancellor's Office for all credit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis.
- Preparation of census day procedure tabulations.
- Preparation of actual student contact hours of attendance procedure tabulations.
- Preparation (as applicable) of actual apprentice hours of teaching procedure tabulations.
- Preparation of support documentation regarding all course enrollment, attendance, and disenrollment information.
- Computation of FTES that includes only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the District authorized to render service in the capacity and during the period in which they served.
- Verification of a minimum of 175 days of instruction during the fiscal year.

### **Student Attendance**

Regular attendance and participation are obligations assumed by every student at the time of enrollment. Extenuating circumstances are verified cases of accidents, illnesses, other circumstances beyond the student's control, and other conditions defined by the Governing Board and in published regulations. Students who withdraw from classes are responsible for initiating the

drop process by appropriate deadlines. Students who do not withdraw by the specific deadlines may earn a substandard or failing grade for the course. Students will not be eligible for a refund if the withdrawal takes place after the refund deadline. The Faculty issuing an "F" to of a students who receive an "F" may be asked by financial aid to verify if the "F" was the result of poor performance or non-attendance/lack of participation. Non-attendance/Lack of participation means the student's last attendance date was prior to the 60% point in course. Non-attendance/Lack of Participation may be grounds for return of financial aid funds. Attendance may also be used in the review of Petitions for Special Consideration. Poor performance means the student participated after the 60% point in the course.

### **1. On Ground Courses**

Attending a class regularly and on time is considered necessary for normal progress in a class. Therefore, a student must attend **all sessions** of the class the first week and attend class regularly and on time throughout the term according to the requirements listed on the instructor's syllabus. Otherwise, the student may be dropped by the instructor as stated in AR 5075 Course Adds, Drops, and Withdrawals or as stated on the instructor's syllabus.

Faculty will determine the consequences of absences and late arrivals.

### **2. Online and Hybrid Courses**

Substantive participation is considered necessary for normal progress in an online or hybrid class. Therefore, a student taking an outline or hybrid course must participate in the class the first week, and regularly participate throughout the term according to the requirements listed on the instructor's syllabus. Otherwise, the student may be dropped by the instructor as stated in AR 5075 Course Adds, Drops, and Withdrawals or as stated on the instructor's syllabus.

Faculty will define required participation in the syllabus for an online or hybrid course and will determine the consequences of a lack of participation.

## **Accommodations:**

### **Religious**

The instructor shall accommodate students who may miss a test, examination or assignment due to their observance of religious holiday. The student shall notify the instructor in writing at least two weeks in advance of the holiday. The student may be required to make up work but must not be penalized for absence(s) due to religious observance of the holiday. Accordingly:

- The student must be allowed to reschedule tests or examinations at an alternate time that will not impose an undue hardship on either party.
- The student may be allowed to complete assignment(s) early that would otherwise be due on the holiday; or the assignment(s) must be completed no later than the first class meeting after the holiday unless the instructor grants additional time.

### **Other**

- In other matters of absence due to personal necessity, accommodations shall be at the discretion of the instructor, **may require verification and must adhere to the instructor's syllabus.**

## Census Reporting

Instructors shall clear their rosters of students who have **never** attended or participated in the course as of the day before census day. **All Weekly Census sections of a term have the same census date (Monday of the week nearest the 20% point of the term. Each Daily Census section has an individual census date, the day of the class meeting nearest the 20% of the number of days the course is scheduled to meet. When the census day falls on the first day the class meets, census is taken on the second day. When the census date falls on a Holiday, census date will be the following day.** **Are not attending or participating (inactive)?**

## Reinstatement of Course Enrollment

Instructors may reinstate a dropped student by issuing a reinstatement authorization code to the student. The student shall then add the class via their student portal using the reinstatement authorization code.

## Late Enrollment

Students may enroll in any class with space available (exceptions noted below) until the evening before the second class meeting. Beginning the day of the second class meeting, students must have an Instructor Authorization Code for each class in which they wish to enroll, even if the class has space available. **Courses will close at the 90% capacity. If a student(s) who drops the course, lowers that percentage to 89% does the class open again until it reaches the 90%? Can the affected instructors get an email?** The enrollment deadline for online, hybrid, and Arranged Hours classes is the Sunday evening prior to the week the course begins. For classes meeting once per week, and courses with a lab, students may enroll until 10 p.m. the night before the first class meeting.

Students failing to enroll in a class using a Late Authorization Code from the instructor may submit a petition for special consideration to the Dean of Enrollment Services, signed by the instructor, stating the extenuating circumstances justifying the enrollment. The decision to either grant or deny the petition shall be made by the Dean.

Instructors must ensure that all students attending the class are officially enrolled. Faculty should not permit a student to continue to attend a class past the first week if not enrolled. It is the student's responsibility to enroll. Those failing to enroll by the applicable deadline may not receive credit for the class.

## References:

Education Code Sections 84500 and 84501;

Title 5 Sections 58000 et seq.

Revised: April 18, 2018

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**Approved:** October 23, 2012 (for AR 4320)  
and April 29, 2003 (for AR 4133)

**Revised:** **April 18, 2018** (for AR 5070)  
(Replaces SMC AR 4133 and AR 4320)

❖ **From current SMC AR 4320 Attendance**

## Attendance

## **On-Ground Courses**

Attending a class regularly and on time is considered necessary for normal progress in a class. Therefore, a student must attend all sessions of the class the first week and attend class regularly and on time throughout the term according to the requirements listed on the instructor's syllabus. Otherwise, the student may be dropped by the instructor as stated in AR 4321 (Withdrawal from Class) or as stated on the instructor's syllabus.

Faculty will determine the consequences of absences and late arrivals.

## **Online and Hybrid Courses**

Substantive participation is considered necessary for normal progress in an online or hybrid class. Therefore, a student taking an outline or hybrid course must participate in the class the first week, and regularly participate throughout the term according to the requirements listed on the instructor's syllabus. Otherwise, the student may be dropped by the instructor as stated in AR 4321 (Withdrawal from Class) or as stated on the instructor's syllabus.

Faculty will define required participation in the syllabus for an online or hybrid course and will determine the consequences of a lack of participation.

## **❖ From [T1] current SMC AR 4133 Student Enrollment, Attendance, and Disenrollment**

### **Student Enrollment, Attendance, and Disenrollment**

To document and verify information submitted to the State California Community Colleges Chancellor's Office in the areas of enrollment, attendance, and disenrollment, the Admissions and Records Office shall retain appropriate records. These documents, whether original hard copy, imaged, electronic, or in microfiche, shall provide accurate enrollment information, attendance and contact hours data, and shall be readily available for audits and internal controls.

The supporting records that document and trace student enrollment, attendance, and disenrollment, shall be used according to the procedures as outlined below:

#### **1. Course enrollment documentation:**

The Admissions and Records Office shall be responsible for processing student registration, class enrollment, withdrawals, and incomplete documents. The admissions and records office shall also be responsible for processing class attendance rosters and grade rosters for purposes of instructors verifying student attendance, withdrawals, and grades. At the end of each semester a comprehensive report including student's programs, dates of withdrawals, adds, reinstates, and final grades shall be printed.

#### **2. Attendance documentation:**

— All courses offered will be coded by the Office of Instruction as census, positive attendance, work experience, apprenticeship, internships, and adult education for purposes of claiming the appropriate type of apportionment.

— Records for attendance documentation shall be developed for those categories described above. The Admissions and Records Office shall distribute, collect and submit to Information Technology monthly attendance rosters for courses coded as positive attendance.

— It shall be the responsibility of the Admissions and Records Office and the Office of Institutional Research to claim apportionment according to a student's residence classification through student class recap summaries, census summaries, and monthly attendance reports. The attendance information shall be reported on the appropriate attendance reports and filed with the Chancellor's Office by the State filing deadlines.

~~Documents and records supporting all apportionment claims shall be maintained by the Admissions and Records Office and the Office of Information Technology.~~

**3. ~~Disenrollment documentation:~~**

~~The Admissions and Records Office and the Office of Information Technology shall provide proper documents for students to withdraw or for instructors to withdraw students according to college withdrawal policies. The college withdrawal policies shall include student and instructor procedures for clearing inactive students from class rosters prior to census dates and college withdrawal deadlines.~~

~~The Admissions and Records Office and the Office of Information Technology shall maintain all such documents used for student disenrollment as supportive records for audits.~~

**58004. Application of Census Procedures.**

(a) The census procedures specified in subdivisions (b) and (c) of section 58003.1 shall apply to all credit courses, except for work experience and independent study pursuant to subdivision (f) of section 58003.1, and credit courses which are being reported on an actual attendance basis pursuant to subdivision (g) of section 58003.1.

(b) The single primary term length census procedure specified in subdivision (b) of section 58003.1 shall be applied using the following:

- (1) The term length multiplier shall be determined by counting each week in which at least three days of instruction or examination in term length courses are scheduled.
- (2) Courses scheduled coterminous with the term are those courses scheduled to meet each week of the term, exclusive of final examination scheduling.
- (3) The census procedure specified in this subdivision may not be applied to any term shorter than ten weeks.

(c) Districts shall, according to procedures adopted by the governing board, clear the rolls of inactive enrollment. Inactive enrollment in a course is defined as follows:

As of each census day, any student who has

- (1) Been identified as a no show, or
- (2) Officially withdrawn from the course, or
- (3) Been dropped from the course. A student shall be dropped if no longer participating in the course, except if there are extenuating circumstances. "No longer participating" includes, but is not limited to, excessive unexcused absences but must relate to nonattendance. "Extenuating circumstances" are verified cases of accidents, illness, other circumstances beyond the control of the student, and other conditions defined by the governing board and published in regulations. The "drop date" shall be the end of business of the day immediately preceding the census day.