

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 (SAAM). The District's supporting documentation and attendance data will be maintained for verification, reporting and auditing purposes.

Attendance Records: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. Official rosters for all classes shall be maintained by the District. Prior to the first census, each faculty member shall verify class rosters and drop inactive students.

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 submitting these records as required by the District.

~~The District'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.

Census Reporting

Instructors shall clear their rosters ~~no later than the end of the day immediately prior to the as of the day before census day for the class:~~ of students who are not **substantively (sufficiently, regular effective contact) (substantive interaction)** participating in the course ~~as of the day before census day~~ or who have never attended or who are “no longer attending/participating” in the course (must relate to nonattendance), except if there are extenuating circumstances. “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. **make first sentence grammatically correct** (what about the 10% mark?)

All Weekly Census sections of a term have the same census date (Monday of the week nearest the 20% point of the term). **In a regular 16-week class, the census date is usually Monday of the third week of class.** 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 **or a flex day**, the census date will be the following day. **[pursuant to Title 5, Section 58004]**

Student Attendance

Regular Attendance and participation are obligations assumed by every student at the time of enrollment. **The class syllabus will clarify class participation and attendance requirements.**

- **Students who stop attending/participating in 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.
- **Students may petition for excused withdrawals due to ~~E~~extenuating circumstances ~~are~~ beyond the control of the student affecting their ability to complete their course(s) in accordance with the requirements of Title 5 Sections 55024 and 55023. ~~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 may petition for excused withdrawals due to extraordinary circumstances primarily connected to external factors that can impact both the college and the student affecting student's ability to complete their course(s) in accordance with the requirements of Title 5 Sections 58508, 58509, 58146.**
- The faculty member issuing an “F” to a student may be asked by the Financial Aid Office to verify if the “F” was the result of non-attendance. Non-attendance means the student's last attendance date was prior to the 60% point of the course. For online or hybrid courses, “non- attendance” means the last date of substantive participation was prior to the 60% point in the course. Poor performance means the student participated after the 60% point in the course and earned an “F”. Non-attendance may be grounds for return of financial aid funds.

1. On Ground Courses

A student must attend all sessions of the class during the first week to avoid being dropped from the class per Title 5, Section 58004, except if there are extenuating circumstances. **in order to give their seats to non-registered students seeking to enroll.**

Faculty shall clear their rosters of no-show students, students no longer attending/participating in the course no later than the end of the day **(by 11:59 pm)** immediately prior to the census day for the class.

A student may be dropped by faculty up until the 75 percentile of the term for not meeting course requirements as stated in the class syllabus. **(excessive unexcused absences)**

Students can refer to the class syllabus for further course attendance and participation requirements. **Students anticipating or encountering extended absences due to medical, personal, or family emergencies should immediately contact faculty member.**

A faculty member shall specify consequences of lack of attendance and late arrivals in the class syllabus. Participation requirements, if any, shall be outlined in the class syllabus.

~~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 during 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. Remote Instructional (Distance Education) or Hybrid Courses ~~Online and Hybrid Courses Synch/Asynch or hybrid (What Should the Title be?)~~ **Online Education**

A student must have **sufficient participation (substantive contact) (Title 5 language: includes regular effective contact between instructor and students.)** in the class during the first week to avoid being dropped from the class per Title 5, Section 58004, except if there are extenuating circumstances.

Faculty shall clear their rosters of no-show students, non-participating students and students who are no longer participating no later than the end of the day **(by 11:59 pm)** immediately prior to the census day for the class.

A student may be dropped by faculty up until the 75 percentile of the term for not meeting course requirements as stated in the class syllabus.

Students can refer to the class syllabus for further course participation requirements.

A faculty member shall specify the requirements for the course (participation/assignments/assessments) and consequences for not meeting requirements.

~~Substantive participation is considered necessary for normal progress in an online or hybrid class. Therefore, a student taking an online or hybrid course must participate in the class during 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.~~

3. Noncredit Courses

All noncredit courses use an attendance tracking mechanism that includes Noncredit Dual DE Census dates (two census dates: at 20% and 60% mark async).

For most of the pandemic, they applied this to all Noncredit *async* (in whole or in part) and (sync classes as well) but that was only an interim step. Noncredit sync and noncredit on ground classes, have daily positive attendance reporting not census.

Religious Observance and Accommodations.

Observance of religious holidays may impact the student regarding scheduled assignments, tests or examinations. California State Education Code section 76121 states that an instructor must make a reasonable attempt to accommodate a student without penalty in the case of conflict between a student's religious creed and a scheduled assignment, test or examination.

Affected students shall submit a written request to the instructor during the first two weeks of the academic term, or as soon as possible after a particular assignment, test or examination date is announced by the instructor.

Other

In matters of absence due to other personal necessity such as jury duty or court appearances, accommodations shall be at the discretion of the instructor, subject to verification.

Reinstatement and Late Authorization of Course Enrollment

~~Instructors may permit a dropped student to re-enroll 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.~~

~~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 or designee.~~

~~It is the student's responsibility to confirm enrollment. Those failing to enroll by the applicable deadline may not receive credit for the class. It is the instructor's responsibility to ensure that students attending are officially enrolled.~~

Also see AR 5075 Course Adds, Drops, and Withdrawals, AR 4225 Credit Course Repetitions and AR 4230 Grading and Academic Record Symbols

References:

Education Code Sections 84500, 84501 and 76121;

Title 5 Sections 55000 et seq and 58000 et seq.

Revised: AR 4320 October 23, 2012; AR 4133 April 29, 2003; October 17, 2018; 5/4/22

Title 5 References

A section from

§ 58004. Application of Census Procedures.

(3) The census procedure specified in this subdivision may not be applied to any term shorter than ten weeks. (interesting)

(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.

§ 55204. Instructor Contact.

In addition to the requirements of section 55002 and any locally established requirements applicable to all courses, district governing boards shall ensure that:

(a) Any portion of a course conducted through distance education **includes regular effective contact between instructor and students**, and among students, either synchronously or asynchronously, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, voice mail, e-mail, or other activities. **Regular effective contact is an academic and professional matter** pursuant to sections 53200 et seq.

(b) Any portion of a course provided through distance education is conducted consistent with guidelines issued by the Chancellor pursuant to section 409 of the Procedures and Standing Orders of the Board of Governors.

§ 55202. Course Quality Standards.

The same standards of course quality shall be applied to **any portion of a class conducted through distance education as are applied to in-person classes, in regard to the course quality judgment made pursuant to the requirements** of section 55002, and in regard to any local course quality determination or review process. Determinations and judgments about the quality

of distance education under the course quality standards shall be made with the full involvement of faculty in accordance with the provisions of subchapter 2 (commencing with section 53200) of chapter 2.

§ 55002. Standards and Criteria for Courses.

(a) Degree-Applicable Credit Course. A degree-applicable credit course is a course which has been designated as appropriate to the associate degree in accordance with the requirements of section 55062, and which has been recommended by the college and/or district curriculum committee and approved by the district governing board as a collegiate course meeting the needs of the students.

(1) Curriculum Committee. The college and/or district curriculum committee recommending the course shall be established by the mutual agreement of the college and/or district administration and the academic senate. The committee shall be either a committee of the academic senate or a committee that includes faculty and is otherwise comprised in a way that is mutually agreeable to the college and/or district administration and the academic senate.

(2) Standards for Approval. The college and/or district curriculum committee shall recommend approval of the course for associate degree credit if it meets the following standards:

(A) Grading Policy. The course provides for measurement of student performance in terms of the stated course objectives and culminates in a formal, permanently recorded grade based upon uniform standards in accordance with section 55023. The grade is based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students.

(B) Units. The course grants units of credit in a manner consistent with the provisions of section 55002.5. The course outline of record shall record the total number of hours in each instructional category specified in governing board policy, the total number of expected outside-of-class hours, and the total student learning hours used to calculate the award of credit.

(C) Intensity. The course treats subject matter with a scope and intensity that requires students to study independently outside-of-class time.

(D) Prerequisites and Corequisites. Except as provided in section 55522, when the college and/or district curriculum committee determines, based on a review of the course outline of record, that a student would be highly unlikely to receive a satisfactory grade unless the student has knowledge or skills not taught in the course, then the course shall require prerequisites or corequisites (credit or noncredit) that are established, reviewed, and applied in accordance with the requirements of this article.

(E) Basic Skills Requirements. If success in the course is dependent upon communication or computation skills, then the course shall require, consistent with the provisions of this article, as prerequisites or corequisites eligibility for enrollment in associate degree credit courses in English and/or mathematics, respectively.

(F) Difficulty. The course work calls for critical thinking and the understanding and application of concepts determined by the curriculum committee to be at college level.

(G) Level. The course requires learning skills and a vocabulary that the curriculum committee deems appropriate for a college course.

(3) Course Outline of Record. The course is described in a course outline of record that shall be maintained in the official college files and made available to each instructor. The course outline of record shall specify the unit value, the expected number of contact hours, outside-of-class hours, and total student learning hours for the course as a whole; the prerequisites, corequisites, or advisories on recommended preparation (if any) for the course; the catalog description, objectives, and content in terms of a specific body of knowledge. The course outline

of record shall also specify types or provide examples of required reading and writing assignments, other outside-of-class assignments, instructional methodology, and methods of evaluation.

(4) Conduct of Course. Each section of the course is to be taught by a qualified instructor in accordance with a set of objectives and with other specifications defined in the course outline of record.

(5) Repetition. Repeated enrollment is allowed only in accordance with the provisions of article 4 of subchapter 1 of chapter 6 (commencing with section 54040), and section 58161.

(b) Nondegree-Applicable Credit Course. A credit course designated by the governing board as not applicable to the associate degree is a course which, at a minimum, is recommended by the college and/or district curriculum committee (the committee described and established under subdivision (a)(1) of this section) and is approved by the district governing board.

(1) Types of Courses. Nondegree-applicable credit courses are:

(A) nondegree-applicable basic skills courses as defined in subdivision (u) of section 55000;

(B) courses designed to enable students to succeed in degree-applicable credit courses (including, but not limited to, college orientation and guidance courses, and discipline-specific preparatory courses such as biology, history, or electronics) that integrate basic skills instruction throughout and assign grades partly upon the demonstrated mastery of those skills;

(C) precollegiate career technical preparation courses designed to provide foundation skills for students preparing for entry into degree-applicable credit career technical courses or programs;

(D) essential career technical instruction for which meeting the standards of subdivision (a) is neither necessary nor required.

(2) Standards for Approval. The college and/or district curriculum committee shall recommend approval of the course on the basis of the standards which follow.

(A) Grading Policy. The course provides for measurement of student performance in terms of the stated course objectives and culminates in a formal, permanently recorded grade based upon uniform standards in accordance with section 55023. The grade is based on demonstrated proficiency in the subject matter and the ability to demonstrate that proficiency, at least in part, by means of written expression that may include essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students.

(B) Units. The course grants units of credit in a manner consistent with the provisions of section 55002.5. The course outline of record shall record the total number of hours in each instructional category specified in governing board policy, the total number of expected outside-of-class hours, and the total student learning hours used to calculate the award of credit.

(C) Intensity. The course provides instruction in critical thinking and generally treats subject matter with a scope and intensity that prepares students to study independently outside-of-class time and includes reading and writing assignments and homework. In particular, the assignments will be sufficiently rigorous that students successfully completing each such course, or sequence of required courses, will have acquired the skills necessary to successfully complete degree-applicable work.

(D) Prerequisites and corequisites. When the college and/or district curriculum committee deems appropriate, the course may require prerequisites or corequisites (credit or noncredit) for the course that are established, reviewed, and applied in accordance with this article.

(3) Course Outline of Record. The course is described in a course outline of record that shall be maintained in the official college files and made available to each instructor. The course outline of record shall specify the unit value, the expected number of contact hours, outside-of-class hours, and total student learning hours for the course as a whole; the prerequisites, corequisites, or advisories on recommended preparation (if any) for the course; the catalog

description, objectives, and content in terms of a specific body of knowledge. The course outline of record shall also specify types or provide examples of required reading and writing assignments, other outside-of-class assignments, instructional methodology, and methods of evaluation.

(4) Conduct of Course. All sections of the course are to be taught by a qualified instructor in accordance with a set of objectives and with other specifications defined in the course outline of record.

(5) Repetition. Repeated enrollment is allowed only in accordance with the provisions of article 4 of subchapter 1 of chapter 6 (commencing with section 54040), and section 58161.

(c) Noncredit Course. A noncredit course is a course which, at a minimum, is recommended by the college and/or district curriculum committee (the committee described and established under subdivision (a)(1) of this section) and approved by the district governing board as a course meeting the needs of enrolled students.

(1) Standards for Approval. The college and/or district curriculum committee shall recommend approval of the course if the course treats subject matter and uses resource materials, teaching methods, and standards of attendance and achievement that the committee deems appropriate for the enrolled students. In order to be eligible for state apportionment, such courses must be approved by the Chancellor pursuant to article 2 (commencing with section 55150) of subchapter 2 of this chapter and satisfy the requirements of section 58160 and other applicable provisions of chapter 9 (commencing with section 58000) of this division.

(2) Course Outline of Record. The course is described in a course outline of record that shall be maintained in the official college files and made available to each instructor. The course outline of record shall specify the number of contact hours normally required for a student to complete the course, the catalog description, the objectives, contents in terms of a specific body of knowledge, instructional methodology, examples of assignments and/or activities, and methods of evaluation.

(3) Conduct of Course. All sections of the course are to be taught by a qualified instructor in accordance with the set of objectives and other specifications defined in the course outline of record.

(4) Repetition. Repeated enrollment is allowed only in accordance with provisions of article 4 of subchapter 1 of chapter 6 (commencing with section 54040), and section 58161.

(5) Prerequisites and corequisites. When the college and/or district curriculum committee deems appropriate, a noncredit course may serve as a prerequisite or corequisite for a credit course as established, reviewed, and applied in accordance with this article.

(d) Community Services Offering. A community services offering must meet the following minimum requirements:

(1) is approved by the district governing board;

(2) is designed for the physical, mental, moral, economic, or civic development of persons enrolled therein;

(3) provides subject matter content, resource materials, and teaching methods which the district governing board deems appropriate for the enrolled students;

(4) is conducted in accordance with a predetermined strategy or plan;

(5) is open to all members of the community willing to pay fees to cover the cost of the offering; and

(6) may not be claimed for apportionment purposes.

§ 53200. Definitions.

For the purpose of this Subchapter:

- (a) "Faculty" means those employees of a community college district who are employed in positions that are not designated as supervisory or management for the purposes of Article 5 (commencing with Section 3540) of Chapter 10.7 of Division 4 of Title 1 of the Government Code, and for which minimum qualifications for hire are specified by the Board of Governors.
- (b) "Academic senate," "faculty council," and "faculty senate" means an organization formed in accordance with the provisions of this Subchapter whose primary function, as the representative of the faculty, is to make recommendations to the administration of a college and to the governing board of a district with respect to academic and professional matters. For purposes of this Subchapter, reference to the term "academic senate" also constitutes reference to "faculty council" or "faculty senate."
- (c) "Academic and professional matters" means the following policy development and implementation matters:
- (1) curriculum, including establishing prerequisites and placing courses within disciplines;
 - (2) degree and certificate requirements;
 - (3) grading policies;
 - (4) educational program development;
 - (5) standards or policies regarding student preparation and success;
 - (6) district and college governance structures, as related to faculty roles;
 - (7) faculty roles and involvement in accreditation processes, including self-study and annual reports;
 - (8) policies for faculty professional development activities;
 - (9) processes for program review;
 - (10) processes for institutional planning and budget development; and
 - (11) other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.
- (d) "Consult collegially" means that the district governing board shall develop policies on academic and professional matters through either or both of the following methods, according to its own discretion:
- (1) relying primarily upon the advice and judgment of the academic senate; or
 - (2) agreeing that the district governing board, or such representatives as it may designate, and the representatives of the academic senate shall have the obligation to reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.