



Administrative Regulation
Chapter 5 – Student Services

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 shall be maintained by faculty prior to census according to rules and regulations prescribed by the Governing Board and clear the rolls of inactive students. Official rosters for all classes shall be maintained by the District and available to faculty in the faculty portal.

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.

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.

Clearing Rosters at Census

To ensure an accurate student count, and prevent students from receiving a “W”, instructors must clear the rosters of inactive students (i.e. drop students) as provided by Title 5, Section 58004(c) no later than the day immediately preceding census day. Census day is the Monday of the third week of a full-length semester course; or the day immediately prior to the 20 percent point of the scheduled meetings for a short-term course.

“Non-attending” on ground students or “inactive” online students are defined as any student as of census day who:

- (1) has been identified as a no show (defined as never attended or never participated), or
- (2) has officially withdrawn from the course, or
- (3) has been dropped from the course due to excessive absences or lack of substantive interaction/participation in online classes as specified in the instructor’s syllabus as guided by Title 5, Sections 55204 and 58004. Instructors may only drop students from a course for excessive absences or lack of substantive interaction/participation and not due to poor performance.

Students with extenuating circumstances beyond their control and who have contacted the instructor may be left on the roster at the instructor’s discretion pursuant to Title 5, Section 58004.

Census Date

All weekly census sections of a term have the same census date (Monday of the week nearest the 20 percent point of the length of the class). In a regular full-length semester course, the census date is usually the Monday of the third week. Each daily census section for a shorter-term course has an individual census date; the day of the class meeting that is nearest 20 percent point of the number of days for which each course is scheduled to meet. Every noncredit asynchronous course has two census dates corresponding to the 20th and 60th percent point of the length of the course. When the census date is on the first day the class meets, then census is taken on the second day the class meets. When the census date is on a holiday or a flex day, the census date will be the following instructional day, pursuant to Title 5, Section 58004 and SAAM.

Student Attendance and Withdrawal Requirements

Attendance and substantive interaction/participation are obligations assumed by every student at the time of enrollment. The class syllabus will clarify class participation and attendance specific requirements.

- 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. Instructors should not permit non-enrolled students to attend the class.
- 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.
- Students who stop attending/participating in classes are responsible for initiating the drop process by the class withdrawal deadline in their student portal.

- Students anticipating or encountering extended absences due to medical, personal, or family emergencies should immediately contact the faculty member.
- Students who do not withdraw by the class withdrawal deadline may earn a substandard grade for the course. Withdrawal deadline dates are posted next to each course for the specific term in the student portal.
- Students will not be eligible for a refund if the withdrawal takes place after the refund deadline which is after the first two weeks of instruction for a full-length semester course or after the 10 percent point of the length of the course for a short-term course. Refund deadline dates are posted next to each course for the specific term in the student portal. Under extraordinary circumstances exception may apply as listed in AR 4075 per Title 5, section 58509.
- Students who enrolled but never attended the class may be eligible for a refund pending confirmation of non-attendance/non-participation from the instructor. Students must submit a Special Consideration Petition to Admissions and Records.
- Students may petition for excused withdrawals due to extenuating circumstances primarily compelled by circumstances beyond the student's control affecting their ability to complete their course(s) in accordance with the requirements of Title 5 Sections 55024 and 55023.
- 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, and 58146.
- The faculty member may be asked for last date of attendance or substantive interaction/participation for students submitting a petition for Special Consideration for a late withdrawal or an excused withdrawal. In some instances, a student may have completed the course (final/assignment) and earned a grade.
- 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. A notice will be posted on the faculty's portal for student's needing such verification. "Non-attendance" means the student's last attendance date was prior to the 60 percent point of the length of the course. For online or hybrid courses, "non-attendance" means the last date of substantive interaction/participation was prior to the 60 percent point of the length of the course. Poor performance means the student participated after the 60 percent point of the length of the course and earned an "F". Non-attendance may be grounds for return of financial aid funds.

Withdrawal After Census

Students who have excessive absences or a lack of substantive interaction/participation should be withdrawn by the instructor. Instructors are encouraged to refer students to campus resources for additional support. Instructors are also encouraged to inform students that they may be withdrawn if they do not reengage in the course. If instructors withdraw a student and later determine that the student can return to the class, the instructor may issue a reinstatement code prior to the 90 percent point of the length of the course. Students reinstated may be required to complete any missed assignments and examinations.

A student may be withdrawn by faculty up until the 75 percent point of the length of the course for excessive absences or lack of substantive interaction/participation as specified in the course syllabus. Students concerned about their performance in the course should consult with their instructor to determine if remaining in the course past the 75 percent point of the length of the course is in their best interest.

A faculty member should specify consequences for lack of attendance or substantive interaction/participation in the course syllabus. Participation requirements, if any, shall be outlined in the course syllabus.

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.

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

References:

Education Code Sections 84500, 84501 and 76121;

Title 5 Sections 54002, 54070, 55000 et seq and 58000 et seq. (specifically 58003.1, 58004, 58006-58012, 58020-58023), 58508

CCCCO Student Attendance Accounting Manual

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