I. STUDENT ATTENDANCE

A. Students are expected to attend classes regularly. Failure to attend may be taken into consideration by instructors when assigning grades.

B. Instructors shall drop a student from class as of each census day when he/she:
   a. Has been identified as a No Show
   b. Is no longer participating, except if there are extenuating circumstances. No longer participating includes, but is not limited to excessive unexcused absences but must be related to nonattendance. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.

C. Instructors may drop a student when he/she is absent for a total of two instructional hours per credit unit or after a six cumulative instructional hours.

D. The “drop date” shall be the end of the business day immediately preceding the census day.

E. In no case, should the student presume he/she has been officially dropped.

F. Students who have been dropped from a class as permitted above may be reinstated only at the discretion of the instructor.

II. ATTENDANCE ACCOUNTING

A. Responsibilities:

   The Director of Admissions and Records or Dean of Enrollment Services shall be responsible for the overall coordination and implementation of the regulations relating to attendance accounting.
B. Definitions:

All terms used in this regulation shall be those adopted in the Student Attendance Accounting Manual as issued by the Chancellor's Office of the California Community Colleges.

C. Procedures:

The SOCCCD shall comply with all attendance accounting requirements as mandated by Title 5 regulations including, but not limited to, the following:

1. The units of full-time equivalent student (FTES) for apportionment purposes shall be computed for courses based on the type of course, the way the course is scheduled, and the length of the course.

2. The Board of Trustees shall select and establish a primary term length for credit courses.

3. In compliance with deadlines from the CCC Chancellor’s Office, the college registrars will be responsible for reporting of FTES.

4. The District will maintain compliance with census procedures for all credit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis.

5. The Admissions and Records Office at each college will prepare census day procedure tabulations using the district’s administrative computing system.

6. The Admissions and Records Office at each college will report actual student contact hours of attendance procedure tabulations using the district’s administrative computing system. The actual student contact hours of attendance will be reported as verified by the instructor of the course.

7. The Admissions and Records Office at each college will prepare support documentation regarding all course enrollment, attendance and disenrollment information and maintain records in accordance with State audit regulations.

8. The district will insure that computation of FTES 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 he or she served.
Reference:

California Education Code 70901, 70902, 78401, Title 5, Sections 55024, 58000, 58004, 58051, 58161, 58161.5, 58161.7 et seq.

Student Attendance Accounting Manual