

ADMINISTRATIVE REGULATION 5070

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENT SERVICES

ATTENDANCE

I. STUDENT ATTENDANCE

- A. Students are expected to attend classes regularly. Students who are not in attendance at the first class meeting are considered “no-shows” and the faculty shall drop such persons. Failure to attend may be taken into consideration by instructors when assigning grades.
- B. Students who withdraw from classes are responsible for initiating the drop process by appropriate deadlines.
- C. Instructors must clear all class rosters of inactive enrollment (drop students) as of each census deadline. Inactive enrollment is defined as:
 - 1. No Shows or
 - 2. The student 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.
- D. Instructors may drop a student when the student is absent for a total of two instructional hours per credit unit or after a six cumulative instructional hours.
- E. The “drop date” shall be the end of the business day immediately preceding the census day.
- F. In no case, should students presume they have been officially dropped.
- G. Students who have been dropped from a class as permitted above may be reinstated only at the discretion of the instructor.
- H. Late Registration — To register for a class after the add deadline, which is the day before census, a student must submit to the Admissions and Records Office a Late Add Petition, signed by the area dean, and the instructor. The petition must set forth the extenuating circumstances that justify allowing the student to register for the class after the add deadline. The decision to either grant or deny the petition shall be made by the Dean of Enrollment Services. Apportionment shall only be claimed for students that were in attendance prior to census.

II. ATTENDANCE ACCOUNTING

A. Responsibilities:

The Dean of Enrollment Services shall be responsible for the overall coordination and implementation of the regulations relating to attendance accounting.

Adopted: 05-10-12
Revised: 09-12-19

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 District 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 California Community Colleges 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 and other attendance procedures appropriate for work experience, independent study, and 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 ensure 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 served.
9. The District will offer instruction at least 175 days during the fiscal year, or more, if collectively bargained.

Reference:

California Education Code Section 70902
California Code of Regulations Title 5, Sections 58000 et. seq., and 58161
Student Attendance Accounting Manual

Adopted: 05-10-12
Revised: 09-12-19