

ADMINISTRATIVE REGULATION 5070

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENT SERVICES

ATTENDANCE

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. Students who are not in attendance at the first class meeting are considered “no-shows” and the faculty shall drop such persons. If a student notifies an instructor that they will miss the first day of instruction, then the instructor may choose to not drop them from the course.
- C. Students who withdraw from classes are responsible for initiating the drop process by appropriate deadlines.
- D. 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.
- E. 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.
- F. The “drop date” shall be the end of the business day immediately preceding the census day.
- G. In no case should students presume they have been officially dropped.
- H. Students who have been dropped from a class as permitted above may be reinstated only at the discretion of the instructor.
- I. 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.
- J. As required by Financial Aid and Veterans reporting standards, instructors are required to enter the last date of attendance for all students who receive an “F” or “NP” (No Pass) grade. The last date of attendance is the actual date that a student actively participated in the class activities that the instructor can document in case of an audit.

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II. ATTENDANCE ACCOUNTING

A. Responsibilities:

1. The District Director Research, Planning and Data Management in collaboration with the Offices of Enrollment Services, and Offices of Instruction shall verify compliance with prescribed California Community Colleges Chancellor's Office procedures for reporting attendance according to valid census dates, or positive attendance, and FTES calculations for all credit and noncredit classes.
2. In compliance with deadlines from the California Community Colleges Chancellor's Office, the college registrars will be responsible for reporting of FTES for their respective college in the state online portal. The District Director Research, Planning and Data Management will be responsible for reporting district-level required reports and certifying online the CCFS-320 apportionment reports for the District in compliance with the published deadlines.

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, the length of the course, and applicable census dates, or positive-attendance methodology for applicable courses.
2. The District's primary term length for credit courses is 17.5 weeks. The District will offer instruction at least 175 days during the fiscal year, unless changed through collective bargaining.
3. The District will maintain compliance with attendance reporting rules for all credit and noncredit courses and other attendance procedures appropriate as defined in the Student Attendance Accounting Manual.
4. The Enrollment Services Office at each college will prepare census day procedure tabulations using the District's administrative computing system.
5. The Enrollment Services 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.
6. The Enrollment Services and Instruction Offices, in collaboration with the District Director Research, Planning and Data Management, will provide support documentation and attendance data for verification and audit purposes.

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7. 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.

Reference:

California Education Code Section 70902

California Code of Regulations Title 5, Sections 55002(a)(2)(A), 58000 et. seq., and 58161

Student Attendance Accounting Manual

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