

**Coast Community College District**  
**Administrative Procedures**  
Chapter 5  
Student Services

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**AP 5070 Attendance**

**References:**

California Education Code Sections 70901, 70902, 78401  
California Code of Regulations Title 5 Sections 58000 et seq.  
California Community Colleges Chancellor's Office Student Attendance Accounting Manual  
34 Code of Federal Regulations 600.22(1)(7)(i) and (ii)

STUDENT ATTENDANCE

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

CENSUS PROCEDURES

The District shall 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 - instructors may identify students as a no show if the students do not attend the first meeting of a course, or

(2) Officially withdrawn from the course, or

(3) Been dropped by the instructor 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, or other circumstances beyond the control of the student. The "drop date" shall be the end of business of the day immediately preceding the census day.

Instructors may drop a student when the student is absent for two contiguous class meetings. Instructors may have more restrictive requirements for attendance and dropping students for lack of attendance and these requirements shall be stated in the class syllabus.

Instructors shall drop a student from the class as of each census day when the student meets conditions (1) and (3) above.

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

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

## AFTER CENSUS PROCEDURES

Instructors may drop a student when the student is absent for two contiguous class meetings. Instructors may have more restrictive requirements for attendance and dropping students for lack of attendance and these requirements shall be stated in the class syllabus.

## LAST DATE OF STUDENT ATTENDANCE

Consistent with federal regulations pertaining to federal financial aid eligibility, each instructor will document and report the last date of attendance for all students who stopped attending a class, including students who withdrew themselves, after the census day for the class but before the last day of the class.

The last date of attendance is the actual date that a student actively participated in the class activities that faculty can document in case of an audit.

For face-to-face classes, documentation is based on taking class attendance and the class roster.

For distance education classes, documentation is based on participation in academically-related activities such as:

- Submitting an academic assignment
- Taking an exam, an interactive tutorial, or computer-assisted instruction
- Attending a study group that is assigned by the institution
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course

A determination of academic attendance or attendance at an academically-related activity must be made by the institution; a student's certification of attendance that is not supported by institutional documentation is not acceptable under federal regulations.

The last date of attendance for a student may not be the same date as the date a student withdrew from a class or the date when faculty dropped a student from the class. A student may drop himself/herself on a certain date but he/she could have stopped actually attending and/or participating in the class at an earlier date, as documented and stated above.

## ATTENDANCE ACCOUNTING

Responsibilities:

The Director of Admissions and Records and/or Dean of Enrollment Services at each college shall be responsible for the overall coordination and implementation of the regulations relating to attendance accounting.

Definitions:

All terms used in this administrative procedure shall be those adopted in the Student

Attendance Accounting Manual as issued by the Chancellor's Office of the California Community Colleges.

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 District's primary term length for credit courses is 16 weeks.
3. In compliance with deadlines from the California Community Colleges Chancellor's Office, the College Directors of Institutional Research will be responsible for reporting of FTES for their respective college in the state online portal. The Vice Chancellor of Educational Services and Technology will certify online the CCFS 320 apportionment reports for the District in compliance with the published deadlines.
4. The District will maintain compliance with attendance reporting rules for all credit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis.
5. The Directors of Institutional Research at each college will prepare census day procedure tabulations using the district's administrative computing system.
6. For positive attendance classes, the Directors of Institutional Research 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 he or she served.

Ratified February 3, 2016