



**Policy**

**5070 Attendance**

Maximum educational benefit can be derived from classes only when students attend regularly and participate in scheduled class sessions and related activities including the completion of class assignments.

Students who register in classes must pay all required fees. A student who registers in a class but fails to pay fees may be dropped by the College.

Prior to the census day for each section, the instructor shall drop those students who are “No shows” or who, in the judgment of the instructor, are no longer attending class and certify that the remaining roster is complete and accurate (Title 5 Section [58004](#)). Between the census day and 75% point of the course, dropping the class is the student’s responsibility; however, instructors may drop students who exceed allowed unexcused absences or who are not actively participating in the class as outlined in the instructor’s syllabus.

The College may withdraw a student or approve the withdrawal of a student due to extenuating circumstances, or military or disciplinary reasons. “Extenuating circumstances” are verified cases of accidents or illness or other circumstances beyond the control of the student (Title 5 Section [58004](#)). Students who fail to meet a valid prerequisite or co-requisite may be involuntarily dropped from a class (Title 5 Section [55202](#)).

**References:**

Title 5 Sections [55202](#) and [58004](#)

**Adopted:** June 28, 2004

**Revision Adopted:** April 10, 2019

**Last Reviewed:** April 10, 2019

**Administrative Procedure**

**5070 Attendance**

**Term Length, Operational Days, and Flex Time**

Most Saturdays in primary terms are instructional days. Consequently, the academic year for the District consists of 187 instructional days: 93 in Fall Semester and 94 in Spring Semester, meeting the state-required minimum of 175 days under a traditional academic year. The academic calendar is a compressed, flexible calendar consisting of two primary terms, Fall and Spring semesters, each consisting of sixteen weeks and two days of Flex. The four annual Flex days are outside of instructional weeks.

The primary term-length multiplier for the District is 16.4 weeks, representing 16 weeks of instruction and two days (40% of a week or a 0.4 weeks) of Flex time, in accordance with the approved flexible calendar on file with the Chancellor’s Office. Full-term courses are taught for 16 weeks but faculty are paid for teaching 16.4 weeks. Faculty are required to complete approved professional development (Flex) activities to earn the additional 0.4 week of pay. Full-time faculty have a base annual Flex requirement of 28 hours (four seven-hour days). Full-term classes taught by adjunct faculty or as overload by full-time faculty each include a Flex obligation to account for 0.4 week of the course.

**Attendance Accounting**

Course sections are scheduled in accordance with guidelines prescribed by the Student Attendance Accounting Manual (SAAM) and the Addendum Concerning Compressed Calendars, Course Scheduling, and Related Topics (Sept 2008), published by the Chancellor’s Office. These detailed guidelines ensure that:

- Full-Time Equivalent Students (FTES) are calculated properly based on the type of course, the way the course is scheduled, and the length of the course.
- The District is in compliance with census procedures prescribed by the Chancellor’s Office for all credit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis.
- FTES are calculated only for the attendance of students while they are engaged in required educational activities and while they are either under the immediate supervision and control of or engaged in independent (most frequently online) activities overseen by a faculty member meeting minimum qualifications to instruct the course.

Courses are scheduled such that they meet or minimally exceed the hours of lecture and laboratory instruction listed on the approved Course Outline of Record. The District assesses the accuracy of its scheduling for each section using custom software that is regularly updated to maintain compliance with the SAAM. Each college’s Instruction Office audits the accuracy of course scheduling and requires Division Offices to bring errors into alignment with standards. Occasionally, a course is scheduled in a creative manner that is not acknowledged by the software yet remains compliant with the SAAM. Error messages for such courses are overridden by the Division Dean and reviewed by both the Office of Instruction and the District for compliance.

**Instructor Reporting Requirements**

1 Prior to the census day for each section, the instructor shall drop those students who are “No shows” or  
2 who, in the judgment of the instructor, are no longer attending class and certify that the remaining roster  
3 is complete and accurate (Title 5 Section 58004). Between the census day and 75% point of the course,  
4 dropping the class is the student’s responsibility; however, instructors are encouraged to drop students  
5 who exceed allowed unexcused absences or who are not actively participating in the class as outlined in  
6 the instructor’s syllabus. The actual date of student withdrawal is recorded by the college’s enterprise  
7 data system.

8  
9 Upon conclusion of the course, the instructor shall submit final course grades in accordance with timelines  
10 established by each college to ensure that students’ records are complete in a timely manner. In addition,  
11 instructors of positive attendance and apprenticeship courses (actual hours of attendance) shall submit  
12 thorough and accurate records of actual student attendance.

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14 Instructors shall submit a copy of the gradebook for each section and other such records as required by  
15 each college to their Division Office to provide a reference in the event of a student petition for grade  
16 change or other such inquiry.

#### 17 18 Tabulation of Hours for FTES Calculations

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20 Actual hours of attendance submitted by instructors are input by records staff at each college. Records  
21 of such hours are maintained at the colleges.

22  
23 District officials calculate the FTES for each remaining section based on the number of students enrolled  
24 on the section’s census day(s) and the section’s total student contact hours (TSCH) is accordance with the  
25 SAAM. District officials remove student attendance hours in excess of prescribed limits and those  
26 otherwise out of compliance with the SAAM or other regulations. Courses for which the cost of instruction  
27 is fully paid by another entity are excluded.

#### 28 29 State Reporting

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31 District officials compile attendance hours across both colleges and report these to the Chancellor’s Office  
32 in accordance with established timelines, guidelines, and methods.

#### 33 34 Attendance Auditing

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36 Accuracy of the FTES claimed by the District is assessed as a component of the annual District audit. Audit  
37 protocols include section-level reviews, programming analysis, compiled totals, and removal of  
38 exceptions.

#### 39 40 **References:**

41 Title 5 Sections [58000 et seq.](#); [Student Attendance Accounting Manual – Fiscal Services, CCCC](#)

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43 **Procedure Last Revised:** April 10, 2019

44 **Last Reviewed:** April 10, 2019