



## Administrative Procedure 5070 Attendance

Reference: *California Code of Regulations, Title 5 Sections 400; 58004; 55200; 55202; 55204; 55206; 54200*  
*California Education Code Section 66700; 78401; 84500*

### Faculty Responsibilities

The instructor of record for each class has the authority to create the specific attendance and grading policy for his/her class. Such policy must be printed clearly on the syllabus which must be provided to the students on or before the first class meeting. However, while the instructor may set his/her own attendance and grading policy conducive to his/her particular class, the instructor must honor the guidelines and definitions for class attendance set by Board Policy 5070 and this procedure. Specifically, despite the instructor's particular policy, the instructor must mark a student absent if the student does not "attend class" either physically, or by exhibiting cyber-presence if the class is taught online as defined in Board Policy 5070. Moreover, the instructor must maintain a record of attendance (attendance roster) for each class meeting and no later than seven (7) days after the census date provide a roster of currently enrolled students who meet the district's policy on attendance to the Office of Admissions and Records.

Upon completion of the course, the instructor of record shall submit electronically to the Office of Instruction the attendance and grade records and the final exam for each class.

An instructor may, at their discretion, elect to drop any enrolled student who does not attend the first class session in order to make room for students waiting to enroll unless the student contacted the instructor prior to the first class meeting to make arrangements to remain enrolled in the class and the instructor agreed to allow the anticipated absence. However, an instructor must drop a student as a "No Show" following the third meeting of the class, if that student has not attended at least one (1) of the first three class meetings. If a class is scheduled for only one session per week, then after the second meeting of the class, an instructor must drop as a "No Show," any students who have not attended at least one of the first two class meetings. Furthermore, at any time prior to the drop deadline or withdraw deadline, an instructor shall drop a student from a class after the student has exhibited "excessive absences," or is no longer participating for reasons related to non-attendance. Instructors shall clearly define in their syllabus what constitutes "excessive absences" for their particular class. However, at a minimum, in order for a student to have accumulated excessive absences, the student must have missed at least three class meetings prior to the drop/withdraw deadline. However, if the student has extenuating circumstances as defined in Board Policy 5070 that have been verified by the Office of Student Services, the student may not be dropped unless the supervising administrator and the course instructor determine that it is impractical for the student to continue to be enrolled because it would not be possible for the student to complete the course requirements in the time remaining.

Additionally, before the census date or the deadline for dropping and withdrawing from classes, all instructors must clear their rosters of inactive enrollment pursuant to California Code of Regulations Title 5, Section 58004. Inactive enrollment includes students who have officially dropped or withdrawn from the class; students who have been officially dropped by the instructor; and students

who have been identified as a “No Shows?” and students who have been identified as No Longer Participating.

Instructors may not drop students after the drop deadline or the withdrawal deadline has passed.

Reinstatement after being dropped from a class is the prerogative of the instructor and the appropriate administrator, but must occur prior to the last date to add a class. Additionally, an instructor may not excuse a student from performing required course work no matter what the reason for the student’s absence(s). The instructor shall mandate that the student make up the required work in a timely manner prescribed by the instructor. When a student fails to make up the required work, the instructor shall take this failure into consideration when assigning the student’s course grade.

### Student Responsibilities

It is the student’s responsibility to consistently attend all class meetings, arriving on time and remaining present throughout the entire class meeting in accordance with Board Policy 5070. If a student does not attend a class for whatever reason, it is solely the student’s responsibility to officially drop the class prior to the drop or withdraw deadline. Although instructors have the authority to drop students who either miss the first class or accumulate excessive absences, it is solely the student’s responsibility to officially drop or withdraw from the class. Students should note that even if they do not attend a class they are still considered to be enrolled until they have officially dropped the class. However, before the census date or the deadline for dropping and withdrawing from classes, all instructors must clear their rosters of inactive enrollment pursuant to California Code of Regulations Title 5, Section 58004. When a student fails to drop or withdraw from a class by the deadline, this failure may result in a grade of F (a failing grade).

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