

AR 5070 ATTENDANCE

Attendance Accounting

The District shall comply with state attendance accounting regulations as published in the Education Code, in Title 5, and in the California Community Colleges Chancellor's Office Student Attendance Accounting Manual.

Credit courses:

Attendance records shall be maintained by faculty prior to census according to rules and regulations prescribed by the Board of Governors of the California Community Colleges. Official rosters for all classes shall be maintained by the District. Prior to the first census, each faculty member shall verify class rosters and drop inactive students.

Courses Designated as Positive Attendance:

Daily attendance records for each student shall be maintained by faculty teaching courses designated as positive attendance courses. Additionally, faculty are responsible for submitting these records as required by the District.

The District's supporting documentation and attendance data will be available for verification and audit purposes.

District attendance accounting includes:

- Computation of units of full time equivalent student (FTES) based on the type of course, the way the course is scheduled, and the length of the course.
- Selection of a single primary term length for credit courses.
- Reporting of FTES during the "first period" (July 1 - December 31), "second period" (July 1 - April 15), and "annual reports" (July 1 – June 30).
- Compliance with census procedures prescribed by the California Community Colleges Chancellor's Office for all credit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis.
- Preparation of census day procedure tabulations.
- Preparation of actual student contact hours of attendance procedure tabulations.
- Preparation (as applicable) of actual apprentice hours of teaching procedure tabulations.
- Preparation of support documentation regarding all course enrollment, attendance, and disenrollment information.
- Computation of FTES that 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 they served.
- Verification of a minimum of 175 days of instruction during the fiscal year.

Census Reporting

Instructors shall clear their rosters of students who are not substantively participating in the course as of the day before census day or who have never attended or who are "no longer participating" in the course (must relate to nonattendance), except if there are extenuating circumstances. All Weekly Census sections of a term have the same census date (Monday of the week nearest the 20% point of the term). Each Daily Census section has an individual census date, the day of the class meeting nearest the 20% of the number of days the course is scheduled to meet. When the

census day falls on the first day the class meets, census is taken on the second day. When the census date falls on a holiday, the census date will be the following day.

Census Date Definition: Pasadena City College

a. In a regular 16-week class, the census date is usually Monday of the third week of class. However, if the third Monday falls on a college holiday or a Flex Day, the census date is moved to the first available later day which is neither a holiday nor a Flex Day.

Student Attendance

Regular attendance and participation are obligations assumed by every student at the time of enrollment. These do not make sense. Why are they here? Can we just refer to AR 5075

- ~~• Extenuating circumstances are verified cases of accidents, illnesses, other circumstances beyond the student's control, and other conditions defined by the Governing Board and in published regulations. Students who withdraw from classes are responsible for initiating the drop process by appropriate deadlines.~~
- ~~• Students who do not withdraw by the specific deadlines may earn a substandard or failing grade for the course. Students will not be eligible for a refund if the withdrawal takes place after the refund deadline.~~
- The faculty member issuing an "F" to a student may be asked by the Financial Aid Office to verify if the "F" was the result of non-attendance. Non-attendance means the student's last attendance date was prior to the 60% point of the course. For online or hybrid courses, "non-attendance" means the last date of substantive participation was prior to the 60% point in the course. Poor performance means the student participated after the 60% point in the course and earned an "F". Non-attendance may be grounds for return of financial aid funds.
- Other exceptions as outlined in AR 5075 Course Adds, Drops and Withdrawals

1. On Ground Courses

Attending a class regularly and on time is considered necessary for normal progress in a class. Therefore, a student must attend all sessions of the class during the first week and attend class regularly and on time throughout the term according to the requirements listed on the instructor's syllabus. Otherwise, the student may be dropped by the instructor as stated in AR 5075 Course Adds, Drops, and Withdrawals or as stated on the instructor's syllabus.

Faculty will determine the consequences of absences and late arrivals.

2. Online and Hybrid Courses

Substantive participation is considered necessary for normal progress in an online or hybrid class. Therefore, a student taking an outline or hybrid course must participate in the class during the first week, and regularly participate throughout the term according to the requirements listed on the instructor's syllabus. Otherwise, the student may be dropped by the instructor as stated in AR 5075 Course Adds, Drops, and Withdrawals or as stated on the instructor's syllabus.

Faculty will define required participation in the syllabus for an online or hybrid course and will determine the consequences of a lack of participation.

Religious Observance and Accommodations

Observance of religious holidays may impact the student regarding scheduled assignments, tests or examinations. California State Education Code section 76121 states that an instructor must make a reasonable attempt to accommodate a student without penalty in the case of conflict between a student's religious creed and a scheduled assignment, test or examination.

Affected students shall submit a written request to the instructor during the first two weeks of the academic term, or as soon as possible after a particular assignment, test or examination date is announced by the instructor.

Other

In matters of absence due to other personal necessity such as jury duty or court appearances, accommodations shall be at the discretion of the instructor, subject to verification.

Reinstatement and Late Authorization of Course Enrollment

Instructors may permit a dropped student to re-enroll by issuing a reinstatement authorization code to the student. The student shall then add the class via their student portal using the reinstatement authorization code.

Students failing to enroll in a class using a late authorization code from the instructor may submit a petition for special consideration to the Dean of Enrollment Services, signed by the instructor, stating the extenuating circumstances justifying the enrollment. The decision to either grant or deny the petition shall be made by the Dean or designee. *Would the district deny an enrollment?*

A section switch from one section of the same course to another section is permitted with the permission of the faculty member(s) through the end of the fourth week of instruction for full-semester-length classes or 30% of the course for all other classes.

A level switch from a higher/lower to a lower/higher level of the same course (e.g. Spanish 102 to Spanish 101) is allowed through the end of the fourth week of instruction for full-semester-length classes or 30% of the course for all other classes with permission from the faculty member(s).

It is the student's responsibility to confirm enrollment. Those failing to enroll by the applicable deadline may not receive credit for the class. It is the instructor's responsibility to ensure that students attending are officially enrolled.

References:

Education Code Sections 84500, 84501 and 76121;
Title 5 Sections 58000 et seq.

Revised: AR 4320 October 23, 2012; AR 4133 April 29, 2003; October 17, 2018

§ 58004. Application of Census Procedures.

(a) The census procedures specified in subdivisions (b) and (c) of section 58003.1 shall apply to all credit courses, except for work experience and independent study pursuant to subdivision (f) of

section 58003.1, and credit courses which are being reported on an actual attendance basis pursuant to subdivision (g) of section 58003.1.

(b) The single primary term length census procedure specified in subdivision (b) of section 58003.1 shall be applied using the following:

(1) The term length multiplier shall be determined by counting each week in which at least three days of instruction or examination in term length courses are scheduled.

(2) Courses scheduled coterminous with the term are those courses scheduled to meet each week of the term, exclusive of final examination scheduling.

(3) The census procedure specified in this subdivision may not be applied to any term shorter than ten weeks.

(c) Districts shall, according to procedures adopted by the governing board, 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, or

(2) Officially withdrawn from the course, or

(3) Been dropped 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, other circumstances beyond the control of the student, and other conditions defined by the governing board and published in regulations. The "drop date" shall be the end of business of the day immediately preceding the census day.

§ 58007. Noncredit Courses.

Contact hours of enrollment in noncredit courses, except for noncredit courses using the alternative attendance accounting procedure described in subdivision (f)(2) of section 58003.1, shall be based upon the count of students present at each course meeting. Full-time equivalent student in noncredit courses shall be computed by dividing the sum of contact hours of enrollment by 525, except for noncredit courses using the alternative attendance accounting procedure described in section 58003.1(f)(2).

Nonresidents may be claimed for purposes of calculating full-time equivalent student only if they are living in California during the period of attendance and are otherwise eligible for such purposes as provided in this chapter.

§ 58009. Application of Alternate Attendance Procedure for Independent Study, Correspondence, Work-Experience and Certain Distance Education Courses.

(a) For independent study, correspondence, cooperative work-experience and distance education courses using the attendance accounting procedure specified in subdivision (f) of section 58003.1, one weekly student contact hour shall be counted for each unit of credit for which the student is enrolled as of the census day prescribed in section 58003.1(b) or (c), except for independent study, correspondence, or distance education laboratory courses. For independent study, correspondence, or distance education laboratory courses, weekly student contact hours shall be equivalent to those which would be generated for the same student effort in a laboratory course computed pursuant to subdivisions (b) or (c) of section 58003.1 and that would correspond to traditional length (non-compressed) primary terms. For purposes of this section only, a "distance education laboratory course" means a distance education course which consists partly or exclusively of laboratory work.

(b) For credit courses, full-time equivalent student in courses described in subdivision (a) offered during primary terms is computed by multiplying the weekly student contact hours authorized pursuant to subdivision (a), generated as of the census date prescribed in section 58003.1(b) by

17.5 for colleges on the semester system and by 11.67 for colleges on the quarter system, and dividing by 525.

(c) For noncredit courses described in subdivision (a), full-time equivalent student is computed on a census basis as prescribed in section 58003.1(f)(2).

(d) Full-time equivalent student in credit courses described in subdivision (a) which are conducted during a summer or other intersession is computed by multiplying the weekly student contact hours, authorized pursuant to subdivision (a) of this section, generated in each course, by a course length multiplier that produces the same total weekly student contact hours for the same student effort as would be generated in such courses conducted in the primary terms, and dividing by 525.

§ 58023. Class Hour Unit.

For purposes of this Article, the class hour unit for graded and ungraded classes is defined as not less than 50 consecutive minutes exclusive of passing time. In block scheduling of more than one class hour only one contact hour may be counted in each clock hour of 60 minutes, except that a fractional part of class hour beyond the last full clock hour may be counted from and including the 51st minute of the last full clock hour providing there is no class break in the last full clock or the partial class hour. The divisor for this fractional part of a class hour shall be 50.

The Chancellor's Office may, by rule and regulation, make any and all other provisions necessary to carry out the provisions of this Article.

§ 58052. Basic Requirement.

The Board of Governors finds that the language quoted in Section 58051(a)(1) is the basic attendance accounting requirement for community colleges, and that the language is intended to promote the following purposes:

- (a) To ensure the effectiveness of instruction;
- (b) To ensure that state aid is apportioned according to the same standards to all districts;
- (c) To ensure the safety of students; and
- (d) To ensure that the state, districts, and students receive a reasonable return for monies expended.

§ 58106. Limitations on Enrollment.

In order to be claimed for purposes of state apportionment, all courses shall be open to enrollment by any student who has been admitted to the college, provided that enrollment in specific courses or programs may be limited as follows:

- (a) Enrollment may be limited to students meeting prerequisites and corequisites established pursuant to section 55003,
- (b) Enrollment may be limited due to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning or legal requirements imposed by statutes, regulations, or contracts. The governing board shall adopt policies identifying any such limitations and requiring fair and equitable procedures for determining who may enroll in affected courses or programs. Such procedures shall be consistent with one or more of the following approaches:
 - (1) limiting enrollment to a "first-come, first-served" basis or using other nonevaluative selection techniques to determine who may enroll; or
 - (2) limiting enrollment using a registration procedure authorized by section 58108; or
 - (3) in the case of intercollegiate competition, honors courses, or public performance courses, allocating available seats to those students judged most qualified; or
 - (4) limiting enrollment in one or more sections of a course to a cohort of students enrolled in one or more other courses, provided however, that a reasonable percentage of all sections of the course do not have such restrictions; or
 - (5) limiting enrollment using any selection procedure expressly authorized by statute; or

(6) with respect to students on probation or subject to dismissal, the governing board may, consistent with the provisions of sections 55031 and 55032, limit enrollment to a total number of units or to selected courses, or require students to follow a prescribed educational plan.

(c) A student may challenge an enrollment limitation established pursuant to subdivision (b) on any of the following grounds:

(1) the enrollment limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;

(2) the district is not following its policy on enrollment limitations;

(3) the basis upon which the district has established an enrollment limitation does not in fact exist; or

(4) any other criteria established by the district.

(d) The student shall bear the burden of showing that grounds exist for the challenge. Challenges shall be handled in a timely manner, and if the challenge is upheld, the district shall waive the enrollment limitation with respect to that student.

(e) In the case of a challenge under subdivision (c)(1), the district shall, upon completion of the challenge procedure, advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to subchapter 5 (commencing with section 59300) of chapter 10. Completion of the challenge procedure shall be deemed to be an effort at informal resolution of the complaint under section 59327.

§ 58107. Facilities and Opportunities for Participation.

Notwithstanding any other provision of law, no public funds shall be used in connection with athletic programs conducted under the auspices of a community college district governing board or any student organization within the district, which do not provide facilities and opportunities for participation by both sexes on an equitable basis. Facilities and opportunities for participation include, but are not limited to, equipment and supplies, scheduling of games and practice time, compensation for coaches, travel arrangements, per diem, locker rooms, and medical services.

§ 58108. Registration and Enrollment Procedures.

(a) Districts shall adopt policies and procedures for registration and standards for enrollment in any course that are consistent with these and other sections of title 5 and uniformly administered by appropriately authorized employees of the district.

(b) It is the intent of the Board of Governors of the California Community Colleges to provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

(c) Districts adopting policies and procedures that include the administration of a registration system that grants priority enrollment to certain students, shall grant registration priority in that system, for each term the registration priority system is administered, to students who:

(1) are first time students within the meaning of section 55530(c) and have completed orientation, assessment, and developed student education plans; or

(2) are not first time students within the meaning of section 55530(c) and have not lost registration priority pursuant to subdivision (h).

(3) who are continuing students not on academic or progress probation for two consecutive terms as defined in section 55031 and first time students who have completed orientation, assessment, and developed student education plans.

(d) Districts shall provide highest and equal priority to students eligible for registration priority pursuant to subdivision (c) who are:

(1) a member of the armed forces or a veteran pursuant to Education Code section 66025.8,

(2) a foster youth or former foster youth pursuant to Education Code section 66025.9,

(3) determined to be eligible for Disabled Student Program and Services as set forth in Education Code section 66025.91,

- (4) receiving services through the Extended Opportunity Programs and Services as set forth in Education Code section 66025.91, or
- (5) receiving aid from the California Work Opportunity and Responsibility to Kids Program as set forth in Education Code section 66025.92.
- (e) To the extent districts have the capacity and resources to require orientation, assessment, and education plans for continuing students, districts may establish orientation, assessment and education plans or any combination thereof as a condition for registration priority.
- (f) Districts are permitted to adopt registration priorities for subcategories of students eligible for registration priority pursuant to subdivisions (c) and (d) provided that highest and equal registration priority is granted to students meeting the requirements of subdivision (d)(1) through (d)(5). Districts may not prioritize students in one statutory group, as set forth in (d)(1) through (d)(5), over another.
- (g) Districts may establish additional registration priorities for students with priority lower than student groups covered by subdivision (c) of this section.
- (h) Registration priority specified in subdivision (c) of this section shall be lost at the first registration opportunity after a student:
- (1) is placed on academic or progress probation or any combination thereof as defined in section 55031 for two consecutive terms; or
- (2) has earned one hundred (100) or more degree-applicable semester or quarter equivalent units at the district.
- (A) For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P as defined in section 55023.
- (B) The 100-unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined in section 55000(j) or special classes as defined in section 55000.
- (C) Districts may set the unit limit lower than 100 units and may consider units from other higher education institutions.
- (D) Districts may adopt policies to exempt from the 100-unit limit categories of students, including but not limited to, those enrolled in high unit majors or programs.
- (E) Districts may exempt from the 100-unit limit units earned through credit by examination, advanced placement, International Baccalaureate, or other similar programs.
- (3) This subdivision shall not apply to students granted registration priority pursuant to subdivision (d)(2).
- (i) Beginning in the spring 2013 term, districts shall notify students who are placed on academic or progress probation, or who have earned 75 percent or more of the unit limit, of the potential for loss of enrollment priority. The district shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration until the student is no longer on probation or that enrollment priority will be lost when the student reaches the unit limit.
- (j) Except as otherwise provided by state law, no student shall be required to confer or consult with or be required to receive permission to enroll in any class from any person other than those employed by the college in the district.
- (k) Students will not be required to participate in any preregistration activity not uniformly required; nor shall the college or district allow anyone to place or enforce nonacademic requisites that are not expressly authorized in this chapter or in state law as barriers to enrollment in or the successful completion of a class.
- (l) With respect to accessibility to off-campus sites and facilities, no student is to be required to make any special effort not required of all students to register in any class or course section. Once enrolled in the class, all students must have equal access to the site.
- (m) Each community college district shall establish written procedures by which a student may appeal the loss of priority enrollment status due to extenuating circumstances, or where a student

with a disability applied for, but did not receive reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. Districts may allow students who have demonstrated significant academic improvement to appeal the loss of priority enrollment status. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard established in section 55031 for the term or terms.

(n) Districts shall ensure that the requirements of this section are adopted in local board policies and fully operational for registration for fall 2014 courses. Districts shall ensure that all policies and course catalogs reflect the requirements of this section and that appropriate and timely notice is provided to students.

§ 58120. Conditions for Inclusion as a Day.

(a) For a day to count towards meeting the requirements of section 58142, courses of instruction must be offered for a minimum of three hours during the period of 7 a.m. and 11 p.m.

(b) Notwithstanding subsection (a) of this section, days of final examination may be counted toward meeting the requirements of section 58142, provided that:

(1) such examinations are administered under the immediate supervision and control of an appropriate academic employee of the district; and

(2) not more than fourteen days of final examinations shall be counted for any academic year, as defined by the district.