



AP 5070 Attendance

References:

California Code of Regulations, Title 5, §§ 58003, 58004; California Community Colleges Chancellor's Office's Student Attendance Accounting Manual; HEA Sec. 103 and 484(l); 34 CFR 600.2; 34 CFR 668.3

1. Definitions

- a. Absence: Lack of physical presence during a class's scheduled meeting time either (1) in the location designated for an in-person class meeting to be conducted or (2), in the case of classes taught by the Partially Online Synchronous (POS) or Fully Online Synchronous (FOS) modalities, within sufficient physical proximity to an electronic device that is connected to the class session via the audio/visual technology platform required by the instructor to enable uninterrupted, distraction-free, two-way communication with the instructor.
- b. Academic Departments: As defined by Board Policy 4023.
- c. Academic Freedom: As defined by Board Policy 4030.
- d. Academically Related Activities: Non-passive, interactive instructional activities occurring in a class taught by a Distance Education modality, which may include, but are not limited to, completing an academic assignment, exam, interactive computer tutorial, or online discussion on academic matters; engaging with the instructor of record synchronously or asynchronously on academic matters; attending a synchronous class meeting, study session, or supplemental learning activity conducted with the use of video or audio technology. Academically Related Activities excludes passive, non-interactive conduct, such as reading a textbook or other instructional material; accessing a class's digital instructional platforms, through the District's learning management system or otherwise; downloading/accessing assignments or other materials; watching videos. In addition, Academically Related Activities exclude participating in academic counseling or advisement.
- e. Census Date: The third Monday of the class for semester length classes. For classes that do not meet for the length of the semester, the census date is 20% of the class. If the

census date falls on a holiday, the census date shall move to the next succeeding instructional day.

- f. Census Drop: Removal of a student from a class roster because the student stopped attending the class prior to Census Date.
- g. Distance Education: As defined by Administrative Procedure 4105.
- h. Dual Enrollment: As defined by Board Policy 5010.
- i. Excessive Absences: An accumulation of Unexcused Absences - in a class not being taught through a Distance Education modality - amounting to 10% or more of the total number of regularly scheduled meetings of that class.
- j. Extenuating Circumstances: Unexpected and sudden events beyond the reasonable control of a student that a reasonable person would conclude justified Absence from a college course including, but not limited to, illness/injuries, accidents, and the like.
- k. Intercollegiate Activity Participation: Participation in competitions and similar events during which District students compete against, or otherwise engage with, students from other educational institutions in conjunction with a course for which District students may earn college credit, such as athletics, performing arts, and forensic team competitions.
- l. Last Date of Attendance: For traditional classes and those taught using the not taught by a Distance Education modality, a student's Last Date of Attendance will be, if known, the date on which the student last attended the class or, if that date is not known, the midpoint of the financial aid period. For classes taught using a Distance Education modality, a student's Last Date of Attendance will be the last date on which a student completed an Academically Related Activity.
- m. No Show Drop: Removal of a student from a class roster because the student failed to attend the class's first meeting, except for any student to whom the instructor of record granted express permission, in advance of the first class meeting, to miss that meeting.
- n. Unexcused Absences: Any Absence lacking Extenuating Circumstance supported by adequate documentation.

2. Attendance Accounting

- a. Reporting Attendance Pursuant to Education Code Section 58000, the Department of Finance, the Auditor General, and the California Community Colleges Chancellor's Office, documentation requirements are maintained to promote standardized, accurate reporting of data used for calculating the state general fund apportionment and to facilitate annual audits required of the district. Attendance accounting requirements are administered by the appropriate District offices and include the following areas:
 - i. 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
 - ii. Selection of a single primary term length for credit courses

- iii. Reporting of FTES during the “first period” (between July 1 and December 31) and “second period” (between July 1 and April 15)
- iv. Compliance with census procedures prescribed by the California Community College Chancellor’s Office for all credit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis
 - v. Preparation of census day procedure tabulations
 - vi. Preparation of actual student contact hours of attendance procedure tabulations
 - vii. Preparation (as applicable) of actual apprentice hours of teaching procedure tabulations
 - viii. Preparation of support documentation regarding all course enrollment, attendance, and disenrollment information.
 - ix. 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 he/she/they served.
 - x. Maintenance of the colleges in the District for at least 175 days during the fiscal year.
- b. The Office of Institutional Research, in collaboration with Instruction, Business Services, and Student Services shall verify compliance with prescribed State procedures for reporting attendance according to valid census dates and FTES calculations for all classes. Attendance is reported on the Apportionment Form CCFS-320 and the Apprenticeship Form CCFS-321.

3. General Attendance Principles

- a. The Santa Clarita Community College District (District) expects students to attend, and participate in, all classes in which they have enrolled.
- b. Students wishing to drop a class in which they have enrolled, those who have stopped attending or participating, and those who anticipate or encounter circumstances that will cause them to be absent from or otherwise unable to participate in a class for an extended time period (whether due to illness/injury, personal/family emergencies, otherwise) shall promptly drop themselves from the class. A student desiring or intending to withdraw from a class, or otherwise qualifying for involuntary withdrawal, may not anticipate or expect that faculty will implement his, her, or their removal from a class roster.
- c. Only students enrolled in a class may attend a meeting of that class without receiving advance, express permission from the class’s instructor of record, unless the law or District policy/procedure entitles attendance by others.
- d. Absences from class accumulate from the first class meeting. Students must attend the first meeting of a class in which they are enrolled unless the instructor of record provides, in advance of the first class meeting, express permission to the student to be absent

without being subject to withdrawal. Instructors of record may, but are not required to, (1) grant students permission, before the first meeting of a class, to miss the first class meeting without being subject to withdrawal or (2) add students who fail to attend the first meeting of a class (whether waitlisted or not) to a class roster.

- e. Instructors of record must enter any No Show Drop into the District's MyCanyons system before the end of the first week of class.
- f. Instructors of record must enter any Census Drop into the MyCanyons system prior to the Drop Date.
- g. Students who receive federal financial aid, and who completely withdraw from a class or are dropped for non-attendance, will be responsible for repayment of unearned financial aid funds. The sum that students must repay will be calculated using the Last Day of Attendance. The Financial Aid Office will notify students of the sum that they must return. A Financial Aid Hold will be placed on the student's record, and students will not receive services from the District, until the full sum is repaid.

4. Attendance Principles for Classes Taught by the Following Modalities: (1) Traditional (Not Distance Education), (2) Partially Online Synchronous (POS), and (3) Fully Online Synchronous (FOS)

- a. An instructor of record may withdraw a student from a class for Excessive Absences through the District's MyCanyons system prior to the expiration of 75% of the term in which the class is offered.
- b. An instructor of record may enforce policies outlined in a class syllabus pertaining to the treatment of tardy arrival to, or premature departure from, a class meeting as an Unexcused Absence.
- c. Promptly after any Absence from a class in which a student is enrolled, the student shall communicate any Extenuating Circumstances explaining the Absence, and shall transmit sufficient documentation evidencing those Extenuating Circumstances, to the class's instructor of record. The instructor of record shall have discretion to treat a student's failure to initiate such communication, or to provide such documentation, within a reasonable time after the Absence as consent to the instructor's treatment of the Absence as an Unexcused Absence.
- d. The instructor of record shall have sole discretion to determine whether the circumstances offered by a student to justify an Absence constitute Extenuating Circumstances as defined herein, and to determine the adequacy of any documentation that a student has offered to evidence those circumstances. Instructors are strongly encouraged to exercise their discretion reasonably, equitably, compassionately, and consistently with the District's educational mission.
- e. Students shall provide a fully completed Notice of Absence Due to Intercollegiate Activity Participation Form (IAP Form), as adopted by the Academic Senate, to the instructor of record of any class from which a student knows they will be Absent due to Intercollegiate

Activity Participation. Students shall deliver the IAP during the first week of the term or, if a planned Absence is unknown at that time, at the earliest reasonable opportunity after the student learns of the planned Absence. An instructor who receives such an IAP Form from a student, in advance of a disclosed Absence denoted on the form, shall excuse the Absence and not treat it as an Unexcused Absence. If the information contained in a previously delivered IAP Form becomes inaccurate due to the addition of, or removal of, a planned Absence, students shall deliver a corrected IAP Form to their instructors at the earliest reasonable opportunity after the need for the correction becomes known to the student. Any intentional misrepresentation by the student on the IAP Form invalidates it. In addition, the District strongly encourages, but does not require, that instructors who have received an IAP Form to reasonably accommodate students who, due to their Intercollegiate Activity Participation, must miss assignments or graded work by, for example, allowing those students to complete work in advance of, or after, the Absence.

- f. An instructor of record may, but is not required to, approve the reinstatement into a class of a previously withdrawn student.

5. Attendance Principles for Classes Taught by the Following Modalities: (1) Distance Education (Other than POS and FOS) and (2) Correspondence

- a. An instructor of record may withdraw a student from a course taught by Distance Education (except for Partially Online Synchronous (POS) or Fully Online Synchronous (FOC) modalities) or correspondence (as defined by federal and state law) modalities, through the District's MyCanyons system and prior to the expiration of 75% of the term in which the class is offered, if the instructor determines, in the instructor's sole judgment, that the student is no longer participating in the class.
- b. Instructors of record shall determine participation by considering a student's completion of Academically Related Activities. Instructors are encouraged to exercise their discretion reasonably, equitably, compassionately, and consistently with the District's educational mission. To enable students to act in a manner that will allow their completion of the class, instructors are strongly encouraged to notify students, through the syllabus, of the instructor's particular methodology for measuring class participation by, for example, establishing a measurable limit on assignments a student may fail to complete without being withdrawn.
- c. To reduce subjectivity and/or any inequity from the application of differing measures of class participation, Academic Departments may, but are not required to, create methods, rubrics, metrics, or standards, for use by instructors of record teaching classes within those departments. Any mandatory methods, metrics, or standards adopted by Academic Departments must be consistent with principles of Academic Freedom.

6. Attendance Principles Applicable to Student-Servicemembers

- a. The District shall accommodate students who are serving in the Armed Forces, including the reserve components of the National Guard (Student-Servicemembers), during absences necessitated by service in the Armed Forces (Military Absence).
- b. Student-Servicemembers shall (1) communicate an anticipated or ongoing Military Absence to their instructors as promptly as circumstances permit and (2) provide their instructors with adequate documentation, such as written orders or similar, official communications, evidencing the dates of their military service.
- c. For Student-Servicemembers enrolled in classes having a synchronous meeting requirement [i.e., face-to-face; Fully Online Synchronous (FOS); Partially Online Synchronous (POS)], accommodations of a Military Absence shall include (1) classifying Military Absences as Excused Absences until they exceed 15% of all class meetings scheduled during the term and (2) permitting Student-Servicemembers to complete graded assignments that were otherwise due during Military Absences. Permitted Military Absences shall be in addition to any other allowance of absences allowed by this procedure.
- d. For Student-Servicemembers enrolled in a completely asynchronous Distance Education class (i.e., not including FOS and POS classes) or a Correspondence class, instructors shall reasonably accommodate Military Absences by, for example, permitting Student-Servicemembers to complete graded assignments that were otherwise due during a Military Absence, opening assignments early to permit Student-Servicemembers to complete them before their absence, and the like. Although faculty shall have discretion to determine the scope and extent of such accommodations (such as the number of assignments that a Student-Servicemember will be permitted to submit late and on what timeframe), they shall exercise that discretion reasonably under the circumstances and in the spirit of promoting the academic progress of Student-Servicemembers.

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Next Review Date: Spring 2029