



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Administrative Procedure

### Chapter 5 – Student Services

#### AP 3110.1 – COLLEGE CLASS ATTENDANCE

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This procedure implements Board Policy 3110 *Attendance Accounting*, as well as section 70901.5 of the California Education Code and section 58000 of Title 5, California Code of Regulations to ensure accurate Attendance Accounting practices.

1. The Academic Calendar committee will develop and recommend an academic calendar for Board approval.
  - a. The committee shall be comprised in accordance with District contract language.
  - b. The committee chair shall be the Vice Chancellor, Student Services.
  - c. The proposed academic calendar shall include and identify holidays and other non-instructional days.
  - d. The calendar will be adopted by the Board of Trustees annually.
2. The District shall schedule classes in accordance with State regulations by using the following accounting methods.
  - a. Census Week – credit classes that meet on a regular basis each week for a full semester (primary term); applicable only to fall and spring semesters. The enrollment count is taken on the census day, which is approximately the 3<sup>rd</sup> Monday of the primary term.
  - b. Census Day – credit classes which meet on a regular basis for at least five (5) days but do not meet for a full semester (primary term). This includes classes held during summer sessions and Intersession. The enrollment count is taken on the census day which is 20% of the individual class meeting days, excluding holidays.
  - c. Positive Attendance – classes which do not meet on a regular basis or which operate on an open entry/open exit basis. The actual hours of attendance of each student are counted. Classes that are designated as positive attendance are those that meet fewer than all five days, are irregularly scheduled, are designated as open entry/open exit, and/or noncredit.
  - d. Independent Study or Work Experience – classes which are identified as independent study or work experience during the curriculum approval process.
3. Faculty shall maintain accurate attendance records.
  - a. Faculty shall take and record attendance at each regularly scheduled class meeting up to the census date.
  - b. Faculty shall record the actual attendance hours for each class meeting for positive attendance classes.
  - c. Any student absent from the first class meeting shall be dropped by the instructor.

- d. All rosters must be cleared of inactive enrollment as of the census date. Inactive enrollment is defined as:
  - 1) "No shows" or
  - 2) "Is no longer actively participating" - students who have accumulated excessive unexcused absences.
- e. After the census date, it is the instructor's discretion to drop students who have accumulated excessive absences as stated in the course syllabus.
- f. Tardiness and/or leaving class early may be treated in the same manner as absences in accordance with the class syllabus.
- g. Final grades may be affected by attendance to the extent that the instructor has included attendance, noted as participation, in the "method by which the final grade is determined," and has provided this information in the class syllabus.
- h. Faculty may excuse absences when the absence results from illness, accident, other circumstances beyond the student's control, or participation in authorized professional or college activities.
- i. Faculty will determine if work missed during any absence can be made up.
- j. FOR VETERANS ONLY: To satisfy federal veteran reporting requirements, the last date of known activity in the class and the actual drop shall not exceed 22 calendar days.
- k. All drops (administrative, instructor or student initiated) shall be recorded in the same manner.
- l. It is the student's responsibility to drop all classes in which he/she is no longer participating. Students remaining in a class beyond the published withdrawal deadline as stated in the class schedule will receive an evaluative letter grade.
- m. Faculty will include a statement in the syllabus that it is the student's responsibility to withdraw from a class after the drop deadline.
- n. It is the instructor's discretion to use excessive absences to drop a student after the drop deadline.
- o. Faculty will be required to enter the last date of known activity for all students enrolled in specified federal programs.

Reference: Title 5 Section 58000 et. Seq.

Approved by  
the Chancellor: November 9, 2016

Supersedes: 8/23/79, 08/14/98, 8/28/08