



AP 5070 Attendance

References: Title 5 Sections 58000 et seq.

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Attendance Accounting

The Butte-Glenn Community College District complies with State attendance accounting regulations published in California Education Code, title 5, and the California Community Colleges Chancellor's Office Student Attendance Accounting Manual.

Faculty will maintain attendance records prior to census according to rules and regulations prescribed by the Board of Governors of the California Community Colleges. The only official rosters for all classes are the records stored on the District's student information system. Prior to census, each faculty member will verify class rosters and drop students who never attended.

The Office of Instruction is responsible for informing faculty if a course is a positive attendance course at the beginning of the primary term. Daily attendance records for each student will be maintained by faculty teaching courses designated as positive attendance courses. For these courses, faculty are responsible for maintaining attendance records and inputting student attendance hours into the District's student information system.

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" (between July 1 and December 31) and "second period" (between July 1 and April 15)
- 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
- 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 that the academic calendar is a minimum of 175 days

Student Attendance

Regular attendance is an obligation assumed by every student at the time of registration. Students who withdraw from classes are responsible for initiating the drop process by the established deadlines. If the drop is requested after the established deadline, students must obtain a petition form from the Office of Admissions and Records. The policies and processes for withdrawal and dropping courses are outlined in AP 5075 Course Adds and Drops.

Students are responsible for officially withdrawing by stated deadlines either online or in person at the Office of Admissions and Records. Students failing to officially withdraw by the deadline may receive an "F" or "FW" grade. Students are expected to notify faculty if they are absent. Students are expected to make appointments for personal business for times other than when classes are scheduled.

Students are expected to attend the first class meeting. Students who are not in attendance at the first class meeting of in-person, synchronous, and hybrid courses are considered "no-shows" and may be dropped by the faculty. Students who fail to access their asynchronous online course through the official district learning management system within the first 48 hours of the start date of the class are considered "no-shows" and may be dropped by the faculty. Faculty must drop "no-shows" or students who have not been academically engaged in the first 1/17th of the class the day before the census date for each section. Faculty may withdraw students for excessive absences until the last day to drop with a "W" as set forth in AP 5075 Course Adds and Drops. The last date of attendance shall be determined to be the last date of student *academic engagement*.

"Academic engagement" must be clearly defined in the course syllabus and be consistent with the definition in 34 CFR 600.2.

Excessive absences are defined as follows for various modalities:

- Traditional face-to-face classes or fully synchronous online courses:
 - Absences greater than the number of class meetings per week for full-term courses (for example, four absences in a class that meets three times per week).
 - Absences greater than 10% of the total number of days the course is scheduled for short-term and intersession courses (for example, two absences in a class that meets a total of 10 times).
- Fully asynchronous online courses:
 - Failure to demonstrate regular and effective participation in greater than 10% of online assignments in fully online courses including tests, discussions, quizzes, surveys, or other methods determined by the faculty member and communicated through the course syllabus.
- Courses that contain both scheduled time and asynchronous online components (hybrid):
 - When the percentage of absences for scheduled time plus failure to demonstrate participation in online asynchronous portions exceeds 10% of total expected academic engagement in the course.

Religious Accommodations

The District will reasonably accommodate any student who is to undergo a test or examination

to do so, without penalty, at a time when that activity would not violate the student's religious creed. The student will notify the faculty before any possibly conflicting religious holiday. This requirement will not apply if administering the test or examination at an alternative time would impose an undue hardship which could not reasonably be avoided.