

**CHAPTER 5: STUDENT SERVICES
ADMINISTRATIVE PROCEDURE NO. 5071**

COLLEGE OF THE SISKIYOU

Procedure Manual

Title:	Census
Adoption Date:	November 13, 2012
Responsible Area:	Student Learning
Responsible Office:	Vice President, Student Learning
Reference:	Title 5, Section 58004

The District 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 or date deadline, any student who has:

- Been identified as a no show, or
- Officially withdrawn from the course, or
- 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. Extenuating circumstances are verified cases of accidents, illnesses, or 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.

Students who are administratively dropped as “no shows” are not candidates for refund.

Students who stop participating after the census deadline can be dropped at the instructor's discretion at any time prior to the last day to withdraw date.