

**CHAPTER 5: STUDENT SERVICES  
ADMINISTRATIVE PROCEDURE NO. 5070**

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Attendance

**Revision Date:** 2/25/10; November 13, 2012

**Responsible Area:** Student Learning

**Responsible Office:** Vice President, Student Learning

**Reference:** Title 5 Sections 58000 et seq.

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. Appropriate support records include the following:

- 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 Jan 1 and April 15);
- Compliance with census procedures prescribed by the state 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 he/she served

**Attendance Requirements**

Students are expected to attend all meetings of the courses in which they are enrolled. Meetings include regularly scheduled sessions of the course, and other required activities such as field trips, athletic meets, and performance. It is the responsibility of the instructor to notify the students of all such required activities early enough in the semester to enable students to attend all meetings.

### **Absences**

It is the student's responsibility to notify their instructor of absences in advance for all scheduled activities. It is also the student's responsibility to meet with faculty to discuss missed assignments and/or exams. In the case of an emergency, students should notify their instructor as soon as possible. Excused absences for which work may be made up with the instructor's approval include: (1) Absences due to illness, bereavement, personal emergency, or medical appointment; and (2) Absences due to required attendance at approved field trips, performances, or intercollegiate events. The student must recognize that it is not possible to re-create certain class activities and therefore it may be impossible for some activities, such as class discussion, to be made up. Students should refer to the instructor's first day handout regarding their specific policy.

### **Instructor Drop**

An instructor may drop a student who has missed three class meetings in a regular semester class that meets two or more times a week or who has missed two class meetings in a class that meets once a week. Instructors teaching classes that meet less than a full semester (summer, winter, short term) may allow fewer absences or when the absences equal 6% of the total number of hours the class meets during the semester. If a student fails to attend the first class meeting of a term without prior permission from the instructor, the instructor may give that student's place to a waiting student who was unable to enroll during registration.

### **Readmission**

To be readmitted to a course after being dropped by the instructor, a student must submit a Late Add Permit signed by the instructor and the Dean of Student Learning. If a student is readmitted, any subsequent absence shall be considered sufficient reason for the instructor to drop the student.

### **Entering Class Late**

To enter a class at or after the census date they must complete a Late Add Permit to enroll. The permit must show extraordinary circumstances that justify allowing the student to register the class late, and prove that the student has been attending the course from the first day of class. Approval for a Late Add permit rests with the Dean of Student Learning.