

---

**Administrative Procedure**  
Chapter 5 – Student Services

---

## **AP 5070 ATTENDANCE**

### **References:**

Title 5 Sections 58000 et seq.

### **Attendance Accounting**

The District shall comply with State attendance accounting regulations as published in the Education Code, in Title 5, and in the California Community Colleges Chancellor's Office Student Attendance Accounting Manual.

Attendance records shall be maintained by faculty 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 shall verify class rosters and drop students who never attended.

Daily attendance records for each student shall be maintained by faculty teaching courses designated as positive attendance courses. Additionally, faculty are responsible for maintaining these 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" (July 1 - December 31), "second period" (July 1 - April 15), and "annual reports" (July 1 – June 30).
- Compliance with census procedures prescribed by the California Community Colleges 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.

### **Student Attendance**

Regular attendance is an obligation assumed by every student at the time of registration. Extenuating circumstances are verified cases of accidents, illnesses, other circumstances beyond the student's control, and other conditions defined by the Board of Trustees and in published regulations. Leaves of absence of one week or longer for health or personal reasons must be requested from the Chief Student Services Officer (CSSO) or designee. Students who withdraw from classes are responsible for initiating the drop process by appropriate deadlines.

Students are expected to attend the first class meeting. Students who are not in attendance at the first class meeting are considered "no-shows" and the faculty may drop such persons in order to give their seats to non-registered students seeking to enroll. Also, a faculty member may withdraw a student from semester-length courses at any time for excessive absence through the 9th week of the Fall/Spring Semesters, and 60% point of the class for Summer and courses less than a semester in length. As a guideline, absence is considered excessive if a student misses three class meetings or the equivalent of one week of class attendance, or according to absence guidelines as published in the course syllabus.

Absence due to a verified illness may be accepted as an excused absence for a limited period of time.

Students are expected to notify faculty by e-mail and/or phone message if they are absent for a medical reason. Students are expected to make appointments for medical and dental treatments at times other than when classes are scheduled. Students anticipating or encountering extended absences due to medical, personal, or family emergencies should contact the Dean, Enrollment Services.

It is the student's responsibility to officially withdraw by stated deadlines either online or in person in Admissions & Records. Students failing to officially withdraw by the deadline may receive an "F" or "FW" grade.

### **Religious Accommodations**

The District shall permit any student who is eligible to undergo the test or examination to do so, without penalty, at a time when that activity would not violate the student's religious creed. The student shall notify the instructor before the religious holiday. This requirement shall not apply in the event that administering the test or examination at an alternate time would impose an undue hardship which could not reasonably have been avoided.

Also see BP/AP 3410 Nondiscrimination, BP/AP 5052 Open Enrollment, BP/AP 5055

Enrollment Priorities, and AP 5075 Course Add, Drops, and Withdrawals.

---

**Approved:** April 17, 1997

**Revised:** November 16, 2010; November 17, 2021  
(Replaces LBCC Administrative Regulation 4020)