

4020. ADMINISTRATIVE REGULATIONS ON ATTENDANCE

4020.1 Responsibilities

- A. The Vice President, Academic Affairs, shall be responsible for the overall coordination and implementation of the regulations relating to attendance.
- B. The Dean of Admissions and Records office shall be responsible for maintaining all attendance and for enacting appropriate procedures for the orderly processing of attendance and related documents.

4020.2 Definitions

Definitions of all terms used in these regulations shall be those adopted in the Student Attendance Accounting Manual as issued by the Chancellor's Office of the California Community Colleges.

4020.3 Student Census Reporting

Instructors shall clear their enrollment rosters of inactive students for attendance accounting purposes during the census reporting period.

- A. The census reporting period concludes at the end of business on the day immediately preceding the beginning of the census week (the week nearest to 20% of term) in weekly census procedure courses. For daily census procedure courses, the census reporting period concludes the day immediately preceding census day (20% of the class meetings).
- B. Reports of inactive students must be submitted by the instructor no later than the census deadline date; reports cannot be made later and backdated. An inactive student is one who is a no show (NS), who has never attended the class, has officially withdrawn from the course, or is dropped by the instructor as not active (NA). Usually this is a student who initially attended but is judged to be no longer participating in the class.

4020.4 Student Attendance and Class Participation

Students not attending the first class session may be dropped from the class at the discretion of the instructor.

After the census reporting period, attendance is always the responsibility of the student. The instructor is not obliged to drop a student after the census date. The student is responsible for withdrawing from a course that he or she is no longer attending or planning to complete. If the student remains active on the enrollment roster after the withdrawal deadline, the instructor shall issue a grade.

Students who have excessive absences and/or tardies, as defined by the instructor, may be withdrawn from the class or have their grade lowered based on class participation. The grade assigned by the instructor shall be in accordance with Administrative Regulations governing grading. Withdrawn students may be reinstated only at the discretion of the instructor for extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the students.

4020.5 Class Transfers

- A. Students may transfer from one class to another within the same academic discipline upon the approval of the instructors involved. Transfers shall not be considered withdrawals.

- B. Definition of a course transfer: After the refund/transfer period, transfers may only be made between classes in the same academic discipline. Furthermore, transfers will only be allowed under the following conditions:
 - 1. Both classes are of equal length and start in the same week; or
 - 2. The class from which the transfer is being made is shorter than the new class and both start in the same week; or
 - 3. The class from which the transfer is being made is longer than the new class and both end in the same week.

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