STUDENT ATTENDANCE AR 3270

Student Responsibilities

A student is expected to be in attendance at all times in classes and laboratories and A student who has been absent because of illness is responsible for making personal contact with the instructor of each class missed. An absence due to illness does not relieve the student from the responsibility of making up all work missed. It is the responsibility of the student to obtain information concerning missed assignments and to see that they are completed and turned in.

It is the student’s responsibility to officially withdraw from classes by published deadlines to avoid failing grades or having to pay fees.

Attendance at First Class Meeting

If a student is unable to attend the first class meeting, it is his/her responsibility to notify the instructor personally or in writing; however, students who do not attend the first class meeting may be considered as “No Shows” and may be dropped and their seats filled by other students.

Excessive Absence

Class hours of absence are considered excessive when they total more than the number of hours a full-term class meets during each week of a 16-week semester. This applies proportionately to short-term day, evening, summer, winter session, and weekend classes. For example, if a student is absent for more than three hours in a summer class that, when scheduled as a full-term class during a fall or spring semester, meets for three hours per week, the student’s absence can be considered excessive, irrespective of the number of class meetings missed.

Excessive absence from class as defined in the above paragraph will constitute reason for an instructor to drop a student from that class. However, it is the student’s responsibility to officially withdraw from classes by published deadlines to avoid failing grades or having to pay fees.

Local policies and instructor directives/guidance must be developed for appropriate clearing of course rosters (inactive enrollment), including for distance education courses, by census. This includes “No Shows,” students who have officially withdrawn, and students have been dropped from the course. A student must be dropped if no longer participating, except if there are extenuating circumstances. Attendance should be based on documentation from “regular effective contact.”

All distance education courses, whether hybrid or fully online, include demonstration of regular effective contact. The instructor (a) regularly initiates interaction with students to determine that they are accessing and comprehending course materials, (b) is available at least the same number of instructor contact hours per week that would be available for face-to-face students, and (c) establishes and publishes, in the course syllabus or other course documents, an
expectation for frequency and timeliness of instructor initiated contact and instructor feedback. The instructor uses one or more of the following resources to initiate and maintain contact with students: threaded discussions, email, announcements in the learning management system, timely feedback for student work, instructor prepared online lectures or introductions in the form of online lectures to any publisher created materials, that combined with other course materials, creates the “virtual equivalent” of the face-to-face class.

**Attendance at First Class Meeting**

If a student is unable to attend the first class meeting, it is his/her responsibility to notify the instructor personally or in writing. Students who do not attend the first class meeting may be considered as “No Shows” and may be dropped and their seats filled by other students. If a student is unable to attend the first class meeting, it is his/her responsibility to notify the instructor personally or in writing.

For online classes, students may be dropped who do not complete the required orientation or contact their instructor by the end of the day published as the start date of the class.

**Legal Reference:** Education Code Sections 70901 and 84500. Title 5 Section 58004 (c) (1) – (3), 55204, and Involuntary Drop after Census Date CCCCO Legal Opinion 11-04

*Adopted: Unknown*
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