



Board Policy 5070 Attendance

Reference: *California Code of Regulations, Title 5 Sections 55200; 55202; 55204; 55206; 54200; 58004*
California Education Code Section 76300; 78401; 84500

The Board acknowledges that regular attendance by students is necessary for maintaining an effective instructional program that is both meaningful and challenging.

Regular attendance is required of all students enrolled in classes at West Hills Community College including traditional face-to-face classes and labs, online classes and labs, and all other distance classes and hybrids thereof. The instructor of record for any class will provide all students enrolled in the class a syllabus wherein the attendance and grading policy for that class is clearly stated.

Attendance for traditional face-to-face classes and labs, as well as some distance classes as determined by the Board, is defined as physical presence for the entire class period. Students who are not physically present for the full length of a scheduled class period for a class in which they are enrolled will be marked absent for that class period unless acceptable extenuating circumstances exist. Attendance for online classes and labs is determined by a student's "cyber-presence." Demonstrated cyber-presence includes participation in online discussion boards, quizzes, exams, or other assignments for that class. This will confirm that the student is "present." A student is not "in attendance" if the student merely logs onto the class and does not participate.

Student Responsibility

Regular attendance is an obligation assumed by every student at the time of registration. Students who fail to attend class meetings as defined above, for the classes in which they are enrolled, will be marked absent for those meetings. Moreover, after the equivalent of one week of no attendance a student may be dropped from a class unless extenuating circumstances exist. Extenuating circumstances are verified cases of accidents, illnesses, other circumstances beyond the student's control, and other conditions defined by the Governing Board 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.

Faculty Responsibility

Attendance records shall be recorded and kept by faculty and the Office of Admissions and Records 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 student information system. Therefore, prior to census date, each faculty member shall verify class rosters and no later than seven days after census date provide the Office of Admissions and Records a roster of currently enrolled students who meet the district policy on attendance.

See Administrative Procedure 5070

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