Procedure 3.2512

Curriculum Attendance Rosters, Official Class Rosters, and Grade Reporting Procedure

1. Verification of Enrollment

At the beginning of each term, faculty members must verify the enrollment of persons attending classes by checking the unofficial roster for the individual's name and/or by checking the individual's computer generated schedule for the correct course and number. Individuals are not allowed to continue in class without enrollment verification.

Individuals without validated registration documents should be directed to the Registrar's Office. These individuals will have their registration verified, if appropriate, and be given a computer generated schedule to re-enter class.

All faculty (seated, hybrid, and online) are responsible for submitting information on all classes held in order to maintain an accurate, up-to-date enrollment record. These reports will be needed also to complete state and federal quarterly and yearly reports.

2. Attendance Records

Accurate attendance records must be maintained on all students. It is essential that attendance data recorded on the instructor's official rosters and drop slips agree. It is also required by the program auditors that the first date of attendance for each student be recorded on the official grade report. This date must be recorded in the Entry Date ("E") column for all students appearing on the roster, including the ones with computer generated withdrawal dates.

For on-line courses, the instructor must implement a substantive Introductory Assignment in Blackboard and maintain documentation that contact was made with each student between the first day of class and the census point. The vice president of academics is required to file this information and have it available for a minimum of 3 (three) years after the course was taught.

3. Unofficial Rosters

The unofficial roster should be printed from the Computer Information System for each class day by the instructor, lead instructor, or office manager at the beginning of the term until official rosters are received. Only students with validated registration documents may be added to these rosters. All others are to be directed to the Registrar's Office where registration can be validated before adding them to the unofficial roster, if appropriate.

4. Student Withdrawals

If a student indicates that he or she wishes to "drop" a course, he or she is to be directed to the student online Drop/Add/Withdrawal Form. It is the responsibility of the student to complete the Drop/Add/Withdrawal Form and submit to Registrar's Office. Instructors have no responsibility to drop students and, therefore, should not drop students. Students who withdraw from a course after the census point will have a grade of W recorded on their official transcript; for the purposes of financial aid this will count as a course attempted. Online students with no Introductory Assignment will be recorded as "Never Attended" and removed from the roster with a status of NA recorded on the official class roster.

5. Census Point Attendance Rosters

At the census point of each class the "Attendance Roster", which lists all officially registered students for each class, will be generated from the Registrar's Office. The Registrar's Office will notify the curriculum office managers by email when the rosters are ready for pick up. The office managers will distribute the rosters to the instructors in their respective departments.

The instructor will be responsible for insuring that a roster is received for each course he/she is teaching and for checking the roster(s) carefully. The instructor will:

A. Verify course information on the roster including, class title, term, and course/section number. Also verify that he/she is listed as the instructor of record.

B. Verify that the course beginning, ending, and census dates listed on the roster are accurate.

C. Provide Contact Hours for the course.

D. Verify that the class type, class meeting times, and location are correct. If no dates are shown, they will need to be entered.

E. Verify that the student list on the Attendance Roster matches the class roster list.

   a. Any individual who has not attended class at least one time or has not completed the Introductory Assignment on or before the census date as indicated on the roster must be recorded as a "Never Attended" by printing "NA" beside the individual's name.

   b. If an individual is attending the class, but his or her name does not appear on the Attendance Roster, the instructor will send the individual to the Registrar's Office to verify the individual's status prior to returning the roster.

F. If a roster is missing or if any errors are found in the information listed, the Registrar's Office will be contacted.

G. All Attendance Rosters are to be signed and returned to the Office Managers/Assistants or other designated person no later than the date indicated, which is normally around two weeks after receipt of the roster. All on-campus instructors will **hand-deliver** the rosters to the Office Manager or other designated person. ROSTERS ARE NOT TO BE RETURNED THROUGH THE CAMPUS MAIL! The instructor must keep a copy of the Attendance Roster for completion at the end of the semester.

Division office managers will insure that all Attendance Rosters are returned for their respective division. He/she will also review the reports for any obvious mistakes and will alphabetize the reports before turning in the reports to records management personnel. Any discrepancies found by records management personnel will be reported and reconciled with the appropriate instructor and the office manager of the division. The reports are kept in a secure location by records management personnel until needed for other reporting and auditing.

6. Student Withdrawals after the Census Date

A. The instructor will be responsible for maintaining accurate records of withdrawal information provided by the Registrar's Office until it can be recorded on the Official Roster. All action is recorded on the Unofficial Roster until the Official Roster is available.

B. The last date of attendance (LDA) is the date of the last class meeting where the student was physically present. (Online and hybrid classes have different procedures).

7. Official Rosters

The instructor will transfer all action to Official Roster upon receipt of same. The instructor will be responsible for recording drops and the drop date beside the student's name. Absences are to be recorded.

8. End of Semester Course and Attendance Reporting

At the end of each semester, instructors are required to document course contact hours and/or membership hours, and verify final attendance records. The End of Semester Attendance Roster will include the following items:

A. Meeting dates of each class meeting through the end of the semester.

B. Hours that each class met during the semester. Note: Hours should match class meeting times unless extra time has been added for make-up purposes.

C. Verification that attendance has been recorded throughout the semester.

D. Verification that required contact hours and/or membership hours of the course were met.

9. Grade Reporting

An end-of-term email will indicate the time and day grades are due in the Registrar's Office. Only letter grades are recorded in the Computer Information System. Numeric grades for high school students must be submitted to the high school liaison by the end of semester from each instructor providing instruction to a high school student.

A hard copy of the grade report should be printed, signed, and sent to the Registrar's Office as well. **The Grade Report is submitted to the Registrar's Office within 24 hours of the exam for the class.** It is the only official College record of grades.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Support Services Policy

History

Senior Staff Review/Approval Dates: *3/21/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*