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 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 in Self Service for all students. The program auditors require the first date of attendance for each student to be recorded on the attendance report. This date must be recorded by entering a P or by selecting present on the first day of attendance in Self-Service

For online 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. Student Withdrawals

If a student indicates that he or she wishes to "drop" a course, he or she is to be directed to the online Drop/Add Form. It is the responsibility of the student to complete the Drop/Add Form and submit it to the Registrar's Office. Instructors have no responsibility to drop students and, therefore, should not drop students. To withdraw from a course, students must submit the Withdrawal Form to the Registrar's office. Students who withdraw from a course after the census point receive a grade of W 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 class roster.

4. 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 by the ICR Data Specialist. The office managers will check the entry dates for all instructional modalities.

The instructor is responsible for recording attendance in Self Service. Instructors are also responsible for ensuring the required course meeting times are met. 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”. To mark a student as Never Attended (NA) in Self Service, the instructor checks the Never Attended box in the final grade tab.
    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 is certified by the instructor no later than noon following the census date, even if the next day is not a business day.

Division office managers will print and review the reports for any obvious mistakes and will alphabetize the reports before turning in the reports to the ICR Data Specialist. Any discrepancies found by the ICR Data Specialist 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 the ICR Data Specialist until needed for other reporting and auditing.

5. Student Withdrawals after the Census Date

A. The instructor will be responsible for maintaining accurate attendance and providing the last date of attendance for students who withdraw. Instructors will withdraw students who miss more than 14 consecutive calendar days.

B. The last date of attendance (LDA) is the date of the last class meeting where the student was physically present or completed an online assignment.

6. Rosters

The purpose of a roster is to accurately reflect students who are officially enrolled and engaged in a course. Therefore, all attendance and absences are documented. The roster will also indicate the LDA of a student that has been withdrawn from the course.

7. 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 meets during the semester. Note: Hours should match class meeting times unless extra times have 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.

8. Grade Reporting

End-of-term grades are due in Self Service 24 hours after the last class/exam. Only letter grades are recorded in Self Service. Self Service allows instructors to submit final grades by clicking on the Final Grade tab to access final grading options for the students in the course. If the final grade of “I” is submitted, the instructor must enter an expiration date of the incomplete and the student’s last date of attendance.

Final grades of “F” require a last date of attendance to be entered.

9. Final Class Verification

The Class Roster Verification Agreement allows instructors to electronically sign their attendance rosters for ALL classes for the semester. The submission of the census certification records an electronic signature on the roster and verifies that grades are complete and accurate.

References

Legal References: *Enter legal references here*

Cross References: Academic Support Services Policy

History

Leadership Council Review/Approval Dates:

Senior Staff Review/Approval Dates: *3/21/2016*; *4/17/2023*

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

Implementation Dates: *Enter date(s) here*