

Category: Academic

Division: Instructional Services

Department: Instruction

Policy Title: Class Rosters

Policy Statement: At the beginning of each semester, a class roster is sent to each instructor listing students who have enrolled in the class. Follow-up rosters (such as clean-up and certification rosters) are provided periodically during the semester. Student telephone numbers are included on the roster as a support service to the instructor. Contact from instructors increases student retention in college. These telephone numbers should not be provided to others or used for business purposes.

Procedures: Grade checks and attendance checks will be conducted periodically to identify those students not attending and to give their last date of attendance. These reports MUST be completed in a timely manner to assist with advising and to meet federal reporting requirements for financial aid. Faculty will report discrepancies between student attendance lists and roster names to the Advising Center and the Registrar's Office before the issuance of the certification roster. Instructors are strongly encouraged to personally contact students who miss class.

Contacts: Vice President for Instruction and Student Services, Dean of Academics and Dean of Technical Education & Workforce Development

Approved Date: 7/31/2013

Policy History: 7/31/13, 7/1/16

Keywords: Rosters, Attendance, Grades, Financial Aid

Related Form: NONE