Appendix B: Class Roll Action Form

SOUTH CAROLINA STATE UNIVERSITY
Division of Academic Affairs
Class Roll Action Form Process: Faculty Confirmation of Completion

SC State University has an obligation to ensure that all students who receive Federal Financial Aid attend classes for which they are registered. To ensure compliance with Federal regulations, all faculty are required to do the following:

1. Within two days after the end of the official Drop/Add period, ALL instructors are to PRINT copies of their official course rosters in Banner (go to Banner Self-Service and print copies of the “Summary Class List”). Printing the rosters automatically puts a date stamp on them. For (term), this must be done on (date).
2. Compare official course rosters with class attendance records (or emails from students relating to their attendance; e.g. an email offering an excuse for not attending a class session, or an email confirming a desire to remain in the course, are to be considered proof of attendance. Print these emails and attach them to the course rosters).
3. Complete the Class Roll Action Form process and “drop” all students who NEVER attended (see #2 above for email confirmation of attendance).
4. Attach the Official Class Rosters in Banner to this document.
5. On the Rosters, strikethrough the names of students who NEVER attended and put your initials next to each name struck through.
6. Submit this document with the attached Official Course Rosters to the Department Chairperson within two days after the end of the Drop/Add period.
7. Faculty are to sign and date this document prior to submission to the Chairperson.
8. The Chairperson or Administrative Assistant are to date-stamp this document upon receipt.

I certify that I have followed the instructions listed above, and the students whose names have NOT been struck through fall into one or more of the following categories:

[Check all that apply]

I have seen the student and recorded him/her as “present” at least once on my attendance record this semester.
I have received an email from the student explaining his/her absence or confirming his/her desire to remain in the course, AND I have attached such emails to the course rosters.
For my online or hybrid courses, I have checked that the student has logged into the course.

Faculty are encouraged to have an assignment, such as “discussion board” participation that will clearly indicate that the student is actively engaged in the course by the end of the Drop/Add period. Students can also be asked to “introduce themselves online” in the course.

Name of Faculty (Please Print)

______________________________________________

Signature_____________________________ Date__________________________

List of courses attached to this document (include CRN, Course number and title):