Instructors are required to submit the appropriate copy of their official class rosters to the Student Development office by the due date each semester. Prior to receiving the official class roster, instructors must maintain accurate attendance records and transfer these to the official class rosters upon receipt.

Class rosters with final grades listed must be submitted to the Student Development office within 48 hours after the last class meeting. Rosters must be filled out completely, indicating both present and absent students, and signed prior to being submitted.

Instructors will submit a copy of all grades used in determining final grades to the appropriate dean one week after the end of the semester.

HISTORY NOTE: Effective October 12, 1988; Revised January 15, 1992; October, 2001