

# Roster Discrepancies

## AA\_AS\_RE\_64

Responsible Officer

Jeremy Pattisall

Approving Body

Academic Council

Re-evaluation Date

2020

Departmental Impact

Academics

### Policy Statement

Roster discrepancies for every course must be reported by all faculty for each course with no exceptions.

### Policy Procedures

- If teaching in an online environment utilize the check-in quiz to review discrepancies. Students will be dropped from the course if they have not completed the check-in quiz or if they have completed the check-in quiz, but not completed an assignment during the first week.
- If a student is listed on the roster, but did not attend the class, make contact via email and phone. If there is no response, contact the Office of the Registrar.
- If a student is not listed, but attended the class, report immediately.