

# ROSTER VERIFICATION

## OVERVIEW

Verification of course rosters at the start of the semester is an important faculty responsibility. The college asks all instructors to visit the PeopleSoft Faculty Center and check a box indicating that their rosters have been verified and to identify any students who have not attended classes. This process is required by KCTCS Faculty Senate Rules:

It shall be the responsibility of the instructor to promptly report to the college president (or designee) the names of those students on the official class roll who have not attended any meeting of the class through the last day to drop a course without a grade. (See Section V, 1.0.2, p. 154.)

Recent changes to Federal Financial Aid disbursement have made verification of course rosters all the more important. In order to reduce fraud, federal rules mandate that colleges verify that financial aid recipients have attended class before any aid can be dispersed. Instructors who do not verify their rosters may prevent their students from receiving financial aid.

## ONLINE CLASSES

For online classes, the federal government defines attendance as participation in an academically-related activity. Examples include participation in an online discussion forum, completion of a quiz or diagnostic test, or submission of a writing sample. Such an assignment should be required on the first day of class; failure to complete the assignment by the last day to drop a course without a grade is an indication of a “no show.”

Additional information about [attendance in online classes](#) is provided on the Distance Learning page of the college Web site.

## WHEN TO VERIFY

In order to allow students who entered the class during late registration an opportunity to attend (or participate) in class, instructors should wait **TWO WORKING DAYS** after the last day to drop a course without a grade before verifying rosters. For example, for Spring 2014 the last day to drop a course without a grade is Friday, January 10. Since the college is closed on Monday, January 13 for the Martin Luther King, Jr. holiday, instructors should verify rosters on Thursday, January 16.

## HOW TO VERIFY

Rosters are verified in the Faculty Center in PeopleSoft.

Instructors who encounter difficulty with the roster verification process should visit their Division Office Manager, Area/Program Coordinator or Assistant Dean for assistance.

#### IMPORTANCE OF ACCURACY

It is very important that faculty members accurately identify who has and has not attended class.

#### ELECTRONIC COPY

This document is available electronically from the College Web site:  
Faculty and Staff / BCTC Policy and Procedures Handbook / Section 3: Academics Policies and Procedures / 3.1 Course Management