

CLASS ROSTERS

Class rosters are available to faculty through Moodle Classes using the *myCOTC block*. Faculty are expected to check each roster closely during the first three weeks of each semester. No student is to be admitted into a class unless the student is listed on the roster or has a "Permit to Attend" form from the Gateway Office – Student Records. Please refer to the [COTC Academic Calendar](#) for important semester add and drop dates.

Federal regulations require post-secondary institutions to determine a student's last date of attendance for every student receiving federal aid that either withdraws from all classes or receives a failing grade in all classes.

COTC has developed a Roster Verification and Certification Policy to identify those students affected by this federal mandate. COTC regrets this intrusion into the classroom; however, it is necessary to comply with federal regulations. Failure to comply with this policy may make the institution liable for fines, penalties, and ultimately ineligible to participate in all Title IV programs.

Roster Verification and Certification Policy

- A. For Full-Term Classes: Faculty are required to take attendance on Day 1 of instruction and Day 14 of the semester (Day 14 refers to —calendar days, excluding holidays). (This policy derives from a federal requirement that the institution must recalculate a student's financial aid to reflect only those classes for which the student actually began attendance.) On each of these days, faculty are to indicate on their electronic class rosters the names of students who are not in attendance and then—on each of these days—to send these rosters electronically to the COTC Gateway—Student Records Management Office. When submitting their Day 14 electronic class rosters to the COTC Gateway—Student Records Management Office, faculty will be certifying that 1) the names on each roster match the names of the students attending class and 2) no one is attending class whose name is not on the roster. Day 14 refers to —calendarll day 14, excluding holidays.
- B. For Term and Flex Classes: Faculty are required to take attendance on Day 1 of instruction. (This policy derives from a federal requirement that the institution must recalculate a student's financial aid to reflect only those classes for which the student actually began attendance.) On day 1 of instruction, faculty are to indicate on their electronic class rosters the names of students who are not in attendance and then send these rosters electronically to the COTC Gateway—Student Records Management Office. When submitting their Day 1 of instruction electronic class rosters to the COTC Gateway—Student Records Management Office, faculty will be certifying that 1) the names on each roster match the names of the students attending class and 2) no one is attending class whose name is not on the roster. On their final class rosters, faculty are to indicate the last date of attendance for all students who fail the class. They are to submit these electronic rosters to the COTC Gateway—Student Records Management Office.

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Questions concerning rosters or this federally mandated policy should be directed to Gateway Office – Student Records Management, 740-364-9594 or email cotcrecords@cotc.edu .