

Subject: Class Rosters and Gradebooks

Board Policy Reference: None

CLASS ROSTERS AND GRADEBOOKS

Class rosters are available on TConnect and available to view and print after registration starts. Students who are not on the roster or who do not have a printed copy of their class schedules, should not be permitted to remain in the class. Faculty members should send students directly to Advising to verify registration status. After the close of enrollment, faculty members should print an updated class roster using TConnect. Faculty members are required to verify their class roster the day following census day for accuracy using TConnect. These rosters must be carefully checked to ensure that any inconsistencies are corrected before state reports are certified. Faculty members are to verify class rosters by the date the College Registrar specifies.

At the close of each semester, gradebooks become the property of the College, and a copy must be filed with the division office. Since state auditors use gradebooks during an enrollment audit, gradebooks are to include the following readily identifiable information, such as test results, final examination grades, and course grades.

Board Approval Date: February 15, 2015

Effective Date: February 16, 2015

Policy Manual Review Committee Final Revision – November 14, 2019