



University Community (faculty, staff and students)

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
CLASS ROLLS	May 11, 1998	1360.020

POLICY STATEMENT (R*)

The Registrar's Office will provide on line access to each faculty member every semester to view the students enrolled in their classes. Faculty members should review each class roll to determine that only students on the roll are in attendance.

REASON FOR POLICY (O*)

To explain how the University distributes to the faculty members a list of the names of the students enrolled in their course.

PROCEDURES (O*)

Class rosters are reviewed by faculty who must verify as early in the semester as possible: the course grading option of the course, the student's grading option if the course has a grading option, the credit hours, and that students on the roll are in attendance.

If corrections to the class rosters are warranted, they must be forwarded to the Registrar's Office as soon as possible but no later than one week prior to grade roster generation for any given semester.

Students attending a course but who are not on the class rosters should not be allowed to attend the course until they become registered in the course. Students must be registered in the course by the end of the third week of classes.

<p>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)</p> <p align="center">Division of Enrollment Services Florida International University</p> <p>RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)</p> <p align="center">Office of the Registrar 11200 S.W. Eighth Street - PC 130 Miami, Florida 33199 Telephone: (305) 348-2320</p>	<p>The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at http://policies.fiu.edu/.</p> <p>For any questions or comments, the “Document Details” view for this policy online provides complete contact information.</p>
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***R = Required *O = Optional**