

**CAROLINAS COLLEGE OF HEALTH SCIENCES  
POLICY AND PROCEDURE**

Section III - Business/Finance Procedures

**SUBJECT:** ATTENDANCE ROSTERS

**REVIEWER(S):** Dean of *Administrative & Financial Services*  
Dean of *Student Affairs & Enrollment Management*

*Related Policies to Consider:*  
CCHS Policy: [Attendance \(Sec. II\)](#)

**I. POLICY**

The College will maintain an orderly, accurate, and efficient process for knowing which registered students are attending class at the start of each semester.

**II. PROCEDURE**

- A. Rosters, available in Sonis, are printed by each instructor for their class(es) prior to the start of the semester.
- B. Attendance for the first week of classes will be noted on the instructor's printed roster and will be submitted to the general *studies* or program staff assistant following the first week of classes.
- C. During the second week of classes, the departmental staff assistants will meet with the registrar and dean of *administrative & financial services* to review attendance. The registrar will make determinations as to whether the student will be withdrawn from the class as a "no show" if the student has missed two or more classes *or has failed to confirm enrollment in a distance education course*.
- D. The registrar will communicate the list of "no show" names to the program director, dean of student *affairs*, dean of *administrative & financial services*, and financial aid coordinator. Department directors/deans will advise faculty that a student who has been listed as a "no show" may not attend the class. *The registrar will also notify any student removed as a "no show."*
- E. Independent study/distance education classes will follow a similar procedure. The instructor will return the class roster to the registrar by Friday of week one and again by Friday of week two. The returned roster will indicate those students who have not yet attended class (or made contact). *Subsequent procedures will follow the same process identified for traditional classes. Additional differences between traditional and distance education attendance policy and procedure are found in the Attendance policy, Section III.*
- F. Each semester, the registrar will release a memo describing this procedure to each instructor, program dean/director, and the general education/program staff assistants. The memo shall also include the:
  - start and end dates of the semester
  - school closure holidays
  - date mid-term grades are due
  - date final grades are due
  - exam schedule
- G. A final roster will be available in Sonis during the second week of classes.
- H. The Attendance Rosters policy will be reviewed bi-annually.

**III. APPROVAL**

Name: \_\_\_\_\_ Title: President Date: \_\_\_\_\_