

ROSTER VERIFICATION POLICY

Approved Faculty Senate 05/2025

Purpose

The purpose of this policy is to outline the process for verifying student attendance in courses and ensuring that all students listed on course rosters are actively enrolled. This process aims to maintain accurate enrollment records, uphold academic integrity, and ensure that students are receiving appropriate academic services.

Scope

This policy applies to all faculty, students, and administrative staff at Quinnipiac University. It covers the procedures for roster verification at the beginning of each semester and outlines faculty responsibilities, as well as conditions for student administrative withdrawal due to non-attendance.

Roster Verification Process

Timeline

- **Roster Verification:** Faculty must verify their course rosters no later than the date provided by the registrar's office, typically within the first two weeks of classes.
- **Final Verification:** A final verification will be completed by the Registrar's Office before the census date of each term to ensure any late enrollment or changes to the roster are accurately reflected.

Procedure

- An email will be sent to faculty after the drop/add period to remind them to verify their rosters.
- Faculty will view their roster through Quinnipiac Self Service and must confirm that all listed students are either attending or accessing course material within Blackboard/Canvas.
- Faculty will indicate that each roster is correct by:
 - Emailing the registrar's office (registrar@qu.edu) if all students are present.
 - Marking students as "not attending" on the Self-Service Grade Roster.
- Faculty will submit verification within the deadline provided for each term.

Notification of Non-Attendance

- If a student is marked as not attending, they will receive an email notification from the Registrar's Office to inquire about the students' intent of enrollment in the course.
- If there are discrepancies or concerns, students are encouraged to contact the professor directly to discuss their status.

Faculty Responsibilities

- **Timely Verification:** Faculty are required to verify the roster within the designated period.
- **Accurate Attendance Records:** Faculty should maintain accurate records of student attendance during the roster verification process and address any attendance concerns promptly.

- **Student Communication:** If a student has been marked as not attending or has ceased attending the course, faculty must make an attempt during the roster verification process to inform the student of the potential consequences, including administrative withdrawal.

Student Responsibilities

- **Student Communication:** If a student cannot attend class during the roster verification period or decides to drop or withdraw from a course, they must inform their instructor and advisor.
- **Administrative Drop from Course Due to Non-Attendance**
- **Policy Overview:** Students who fail to attend the course during the verification period may be administratively dropped from the course.
- **Non-Attendance Defined:** Non-attendance includes failure to attend the course, participate in required activities, engage in any academic work (on-ground or online), or communicate with faculty regarding the reason for absence during the initial week of the course.
- **Automatic Administrative Drop:** If a student is marked as not attending during the roster verification process, they will be considered for administrative drop from their course.
 - Students who do not attend within the first week of each term may be automatically withdrawn after the verification process.
- **Impact of Course Drop:** Students dropped due to non-attendance will not be graded or charged fees for the course. If a student's status changes (from full-time to part-time), they will be notified of the financial implications.
- **Student Notification:** Students who are administratively dropped will be notified by the Registrar's Office via email. Students will have a limited period to appeal the decision if they believe there was an error.

Appeals Process

- Students may appeal an administrative course drop if they believe their non-attendance was due to extenuating circumstances (e.g., illness, emergency). The appeal should be submitted in writing to their school's administration within 2 days of receiving the notification.
- The school will review the appeal and make a determination based on the student's circumstances.

Final Notes

- Faculty should be mindful that accurate roster verification is essential for maintaining institutional integrity, federal reporting guidelines, and ensuring that all students receive the services they need.
- If a faculty member notices any discrepancies in the roster or has concerns about a student's attendance, they should contact the Registrar's Office for guidance.
- This policy is subject to periodic review and may be updated based on institutional needs or regulatory changes.

By following this policy framework, the institution can ensure that roster verification is carried out efficiently and that faculty and students understand their roles and responsibilities.