

CERTIFICATION & GRADE ROSTERS

CERTIFICATION ROSTERS:

- The Kansas Board of Regents requires that instructors who are teaching coursework offered for college credit must certify the attendance of their students.
- Approximately twenty days into an academic semester OR by the time a course is 25% complete, the Office of Enrollment Services generates a certification roster, which lists the students who have enrolled in the course. Students who may be taking the course for "no credit" will not be listed on the roster.
- The roster is mailed to the instructor of record with the expectation that the roster will be reviewed immediately, signed and promptly returned to the Office of Enrollment Services.
- When reviewing the roster, the instructor should compare the list of students to their attendance sheet to validate attendance.
- If a student has only attended one class session, their attendance counts and they shouldn't be lined off the roster.
- If a student is missing from the Certification Roster, please contact the Office of Enrollment Services immediately at 620-792-9216.

GRADE ROSTERS:

- The Kansas Board of Regents requires instructors to complete a grade roster at the conclusion of a course that is offered for college credit.
- Grade rosters must be completed for classes that are offered either for letter grades or for pass/fail credit.
- An instructor must complete a grade roster either towards the end of the semester and/or the end of their class, using the online grade system available on Barton's website.

The College asks for your full cooperation on the above procedures. If at anytime you have questions about certification or grade rosters, please do not hesitate to contact the Office of Enrollment Services at 620-792-9216. Thanks for helping us provide lifelong learning opportunities and for complying with State regulations.

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