

# Class Attendance & Roster Reconciliation

The educational plan for baccalaureate degree programs depends upon the full cooperation of students and faculty. It is expected that students will keep all academic commitments. Course instructors will furnish students with written course requirements at the beginning of each semester stating the objectives of the course, methods of evaluation, grading criteria, and the value of attendance and participation.

Prompt attendance at classes, lectures, examinations, seminars, laboratories, and practice teaching, is an essential part of this educational plan. In the event of a class absence, it is the student's responsibility to contact the course instructor directly (email recommended). The responsibility for work missed rests with the student.

Any student who must be absent from classes for longer than one week due to an emergency situation or extended illness (proper documentation required) must contact the Student Life Office, [deanofstudents@sage.edu](mailto:deanofstudents@sage.edu). A notice will be sent to the student's instructor(s) indicating the extenuating circumstances and anticipated dates of absence.

## **Roster Reconciliation**

To ensure that the College has an accurate accounting of students who are both enrolled and have attended class, Sage conducts a faculty roster reconciliation process. Course instructors verify the accuracy of all their course rosters in Self Service by electronically submitting a roster reconciliation report for each class section typically at the end of the 2nd week of the term. See academic calendar for specific due dates.

For students who are registered (on the class roster) but have not attended will be coded as, never attended. The notation "never attended" may initiate a process that could lead to the student being administratively withdrawn from the College. For students not on the class roster, but attending the class, they should be directed to the Registrar's Office ([registrar@sage.edu](mailto:registrar@sage.edu)) to resolve the issue. Attending is not a guarantee the student will be registered for the class.