

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 4-1-404.9

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PROCEDURE TITLE: CLASS/GRADE ROSTERS

BASED ON POLICY:

REVISION NUMBER: 4

OFFICE OF RESPONSIBILITY: STUDENT RECORDS



PRESIDENT

September 28, 2012

DATE

PURPOSE

The purpose of this procedure is to establish guidelines for processing grade rosters.

PROCEDURE

The official record of a student's enrollment in a course is the computer generated class roster through the Office of the Registrar. Individuals whose names do not appear on the class roster are not considered to be TCL students.

1. Preliminary class rosters are made available through the College's data information system. Faculty are responsible for reporting inaccuracies to the Office of the Registrar no later than ten (10) days after the first day of class.
2. Grades are assigned by the course instructor as detailed in TCL Procedure 3-1-301.7 and entered into the native student information system, or self-service product by the established deadline. The Registrar verifies the grade rosters.