



THE JOHN MARSHALL LAW SCHOOL

Roll-Verification Policy and Procedure

1. **Faculty Verification:** Each semester, faculty must verify the accuracy of class rolls on the first day of class and again one week after the end of the add/drop period for each term. Class rolls are not official until add/drop is over.
2. **Procedure:** The Academic Services Office will send an email message each semester to notify faculty of the roll-verification dates, and the specific procedure to follow. After the close of the roll-verification period, the Academic Services Office will modify the status of students based on the changes submitted by the faculty member, and official drops and withdrawals submitted by students. The Faculty Administrative Support staff will then prepare and submit the final roster to each professor. The faculty member must review and verify the roster, and then sign and return it by the specified date.
3. **Purpose:** The purpose of the roll-verification procedure is to prevent problems associated with tuition refunds, federal financial aid relative to Title IV refunding rules, and issuing grades of “WF,” “F,” or “I” for students who never attended class.
4. **Continuing Obligation to Verify Attendance:** Faculty should not only take attendance for each class, but should also check the class roll weekly. If a student has missed two consecutive weeks of class—regardless of whether the student has communicated with the professor—the faculty member should notify the Registrar, who will determine whether the student has stopped attending class without officially withdrawing or whether the student needs other assistance.

Administrative policy adopted May 1, 2017, effective for the Summer 2017 term.

Cross-references: First-Day Attendance Policy; Missing Student Policy.

Implementation notes: The Academic Services Office will email professors after the first day of each semester to remind them to report any student who did not either attend the first day of class or contact the professor about the student’s absence. The Academic Services Office will then send an email reminder to faculty at the end of the first week of class. The Academic Services Office will also remind professors to check rolls one week after the end of the add/drop period. To help ensure the law school complies with obligations under Title IV, faculty are asked to respond promptly to these inquiries.