

UWG PROCEDURE NUMBER: 2.7.5, Class Roster

Authority: UWG POLICY 2.7 (Teaching Responsibilities)

The University of West Georgia faculty, pursuant to the authority of UWG Policy 2.7, establishes the following procedures for compliance with UWG Policy 2.7 on Teaching Responsibilities:

Purpose of the procedure is to clearly communicate to University of West Georgia faculty how to verify their class attendance.

A. Definitions


1. **Class Roster**- list of students officially enrolled in a course, as indicated by the current information records of the Registrar's Office.
2. **BanWeb**- web interface to university student information system.

B. Class Roster Procedure

Faculty are required to verify class roster (*attendance verification*) each semester by the date determined by the university. An email from the Registrar's office is sent to all faculty requiring class roster verification. Faculty indicate in BanWeb whether a student has attended their class. For online courses, student attendance is indicated by logging into the online platform and accessing the course content or by other actions as specified by the faculty member.

Detailed instructions for verification of class roster on BanWeb can be found in the Registrar's Office Faculty Resource page <https://www.westga.edu/student-services/registrar/faculty-and-staff.php>

Recommended by the Provost, the 29 day of June, 2016.



Signature, Provost

Reviewed by President: 

Previous version dated: N/A