

Board Policies

ACADEMIC AFFAIRS

258.00 OFFICIAL CLASS ROSTERS

Cowley College adheres to the following guidelines regarding the submission of official rosters to help provide an accurate headcount for census reporting.

The official class roster will be available to the faculty when approximately 12% of the class has been completed. The instructor will code the students as those students who attended class at least one time during the certification period or those students who never attended class in accordance with the attendance policy 257.00. A student whose name does not appear on the official roster and has been attending class will be provided an opportunity to enroll, however, enrollment is not guaranteed.

Adopted October 18, 1971
Reviewed July 11, 1989
Revised July 21, 2003
Revised June 19, 2006
Revised January 21, 2020
Revised January 9, 2024
Revised March 11, 2024