

## Compliance & Audit Office

### 10% Roster - CCE

CPCC is committed to timely and accurate reporting of FTE information. This results in the main source of funding for the college. The record of class form (10% roster) is an official record of the college and is audited annually. The record of class form is primarily used to comply with the North Carolina Administrative Code to accomplish the following:

- Verify student entrance into class,
- Record student absences,
- Verify student membership hours, and
- Achieve consistency in record keeping.

#### PROCEDURES:

Complete the 10% roster as follows: (See sample roster on back.)

#### **DO:**

- Transfer the entry date(s) and absences from the first roster or class verification record to the 10% roster,
- Enter an "E" to indicate the date the student first entered class including any withdrawals listed at the bottom of the roster,
- Enter diagonal lines (/) to indicate absences,
- Draw a bold line down the roster at the 10% date to separate the first 10% of the scheduled classes from the remaining classes and dates (THIS PROCEDURE IS COMPLETED BY THE DIVISION SECRETARY),
- Use "N/A" on the right side of the program code to indicate that the student has never attended,
- Record the total number of students enrolled at the 10% date after the line "TOTAL STUDENTS ENROLLED AT REPORTING DATE," which is located in the top left corner of the roster (THIS PROCEDURE IS COMPLETED BY THE DIVISION SECRETARY).

#### **DO NOT:**

- Use this roster to record grades, tardiness, or other notations,
- Use this roster to indicate the students' presence in class,
- Use any other symbol on this roster.

Membership hours may be counted for the students who have met the following requirements:

- Have enrolled and properly registered,
- Have attended one or more classes prior to or on the 10% point of the class, and
- Have not withdrawn or dropped the class prior to or on the 10% point.

Membership hours are NOT counted for these students:

- Never Attended (N/A) class,
- Withdrew or dropped the class **on or before** the 10% date, or
- Entered the class **after** the 10% date.

If a student does not appear on your roster, you must complete the following:

- Verify that the student is registered by asking to see a receipt, checking the student's schedule on the mainframe, or calling your division secretary or Registration Services,
- Include the social security number, program code, and phone number of any student you wish to add to the roster,
- Do not allow the unregistered student to remain in the class,
- Do not substitute the unregistered student with another student that does appear on the roster.

As a quality control measure, check to ensure the accuracy of the following information:

- Starting date, 10% date, and ending date of the class,
- Location and meeting times of the class,
- Total hours scheduled for the class,
- Class title and class number and section number (state and CPCC numbers).

**ALL discrepancies must be clearly noted on the 10% roster. Documentation to support these discrepancies should accompany the 10% roster.**

The name of the lead instructor must be listed on the roster. The lead instructor's **legible signature** must also be shown on the roster. All contracts/timesheets for **all** instructors participating in the class must be kept on file for audit purposes.

Distribute and continue to complete the 10% roster as follows:

- Give top copy/original to division secretary,
- Continue to keep record of absences on remaining copies,
- Send second copy to the division secretary at the end of each term for reviewing and forwarding to the Compliance and Audit Office, and
- Keep the third copy for your records.

If you add a student's name to the roster after the original 10% roster has been submitted and the student entered prior to the 10% date, the name must be added to the original 10% roster also.

**Notify the division secretary to make this correction.**

\*This procedure in no way alters the use of the "W" as a grade as stated in the grading policy in the current College catalog. Such "W's" must only be recorded on the final grade roster.

This document was prepared by  
***The Center for Teaching and Learning***  
for the new faculty orientation.

For more information, visit  
<http://inside.cpcc.edu/audit/FTE&ICR.htm>

<http://inside.cpcc.edu/audit>

