

Check List for Instructional Files

Instructor's
Name: _____

Course Name: _____

Semester: _____

Session: _____

Required Items	Received
1. Syllabus	<input type="checkbox"/>
2. Class Roster with attendance record	<input type="checkbox"/>
3. Grade sheet documenting the students' grades for each assignment, quiz, or exam as well as the final grades	<input type="checkbox"/>
4. Print CLASS GRADE ROSTER from NovaConnect after the instructor has entered the grades for the class. Make sure that there is a letter grade next to each student's name.	<input type="checkbox"/>

I certify that the instructor has submitted all of the above items and all students in the class have received grades or I have received an "I" Grade Form or an Administrative Withdrawal Form that has been completed.

Name

Date Completed