



## **Kutztown University Policy ACA-003**

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### **Class Lists**

#### **A. Purpose**

The purpose of this policy is to define the class list policy.

#### **B. Scope**

This policy applies to all courses and all faculty members.

#### **C. Key words and phrases:**

None.

#### **D. Policy & Procedure(s)**

In the first class meeting of the semester, faculty members are to make every effort to verify that students in their classes are validly registered. Faculty members are to refer any students who are not validly enrolled to the Registrar's Office.

Any student identified as one who has not paid tuition or gained deferment of financial obligations may not continue to attend class until such time as proof of enrollment is obtained.

(See Policy ACA-090 Attendance Compliance for Reporting to Federal Government.)

#### **E. Effective Date**

Pre-1970

#### **F. Approved By**

Standing policy established before 1970

#### **G. Last Revision**

August, 2010; August, 2011; August, 2012; August, 2013; August, 2014; August, 2015;  
August, 2016; August, 2017; August, 2018; August, 2019