

Ming Chuan University Student Roll Call Regulations

Passed at the Academic Affairs Committee Meeting on May 12, 2011

- Article 1 These regulations have been established in accordance with the Student Attendance Procedures to enforce good student attendance.
- Article 2 Roll call will be taken in accordance with the official enrollment list for all regular and rescheduled classes. Anyone found missing will be recorded as absent.
- Article 3 After taking roll in the classroom, absences will be recorded online in the Student Information System. The procedure is not considered complete until both steps are complete.
- Article 4 Faculty members can log in to the Faculty Information System to appoint one student or administrative staff to take roll call or enter the attendance data online.
- Article 5 The Attendance Section of the Academic Affairs Division will cursorily check the attendance records. If any discrepancies are found, the instructor will be asked to confirm the attendance records to eliminate mistakes.
- Article 6 Students can check their online records promptly and file a report of any mistakes within two weeks after the data entry date. The instructor can correct the mistakes online or file a report to the Academic Affairs Division with his or her signature to make the correction.
Once past the two-week time period, any corrections due to special circumstances require filing a Roll Call Correction Form with the relevant proof and instructor's signature to report to the Academic Affairs Division within one week after the deadline to make the correction. Applications will not be accepted once past the deadline or without relevant proof.
- Article 7 Students who miss classes must file a request for leave in accordance with the Regulations for Requesting Leave for Students. The grade calculation for the missed classes is calculated in accordance with the Calculation Standards for Students' Final Grades and Article 21 of the General Provisions for Study.
- Article 8 Upon being passed by the Academic Affairs Committee and approved by the president, these regulations were announced and implemented.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****