



FACULTY CHECK-OUT FORM

MORRIS COLLEGE
SUMTER, SOUTH CAROLINA 29150

Policy Statement – This form must be properly signed by the Division Chairperson and the Admissions and Records Officer and presented to the Academic Dean (or appointee) for salary release.

Part I ***(To be verified by Division Chairperson)***

The following materials have been submitted:

- _____ Syllabus for each course (two copies each)
- _____ Mid-semester Examinations
- _____ Final semester Examinations (two copies for each course)
- _____ Keys for all examinations for course in which “I” or “X” grades were incurred

Signature: _____
Chairperson of the Division

Part II ***(To be verified by Director of Admissions and Records)***

The following materials have been received:

- _____ Semester grade report as prescribed in directive on grade reporting and verified by Division Chair. ***Note:*** All items for a given course must be submitted intact.
- _____ *Roll book with completed entries as follows:

- a) Absences and date of absences
- b) Mid-term and semester grades and other grades of significance
- c) Listing of course title and number

Signature: _____
Director of Admissions and Records

Part III ***(For instructor’s attention)***

- _____ All library books must be returned to the Learning Resources Center and officially verified.

Note: Items designated by asterisks (*) are to be submitted at the end of the academic year.