



DA: August 29, 2017
FR: Belinda Benjamin on behalf of Dr. Donzell Lee
TO: Deans, Chairs, & Faculty
RE: **MANDATORY UW REPORTING**

Good afternoon.

It is **mandatory** that faculty report students (*graduates and undergraduates*) who have never attended class(es) by entering code “UW” in the absence field on the Fall Grade Worksheet in BANNER Web. This critical data should be submitted in BANNER by close of business **Tuesday, September 5, 2017**. Please remind faculty to submit a **copy of the “UW” report to the department chair. Deans are to compile all unit UWs and transmit an aggregated file to Academic Affairs.** It is **imperative** that faculty monitor attendance closely and report students who have never attended class or never signed-in for online courses. This allows the university to generate a report of “UW’s” and drop classes from the system as no-shows. **Note: Once dropped for non-attendance, students will not be reinstated unless Academic Affairs deems an extenuating circumstance existed or an institutional error occurred.**

Thank you for your usual cooperation.

P.S. - Per federal regulations, the BANNER portal for UW-data entry will open Friday, September 1, 2017 after 4 p.m.; and, the portal will close on Tuesday, September 5, 2017 after 5 p.m. to begin institutional, IHL, and Title IV reporting requirements. Timely UW recording avoids Financial Aid and student progress towards degree problems. Deans are accountable for quality assurance of all UW-recordings within their unit.

Final Reminders:

- Last day for registration and payment of fees is September 5, 2017. Click → [here](#)
- Last day to apply for Fall 2017 Commencement (\$50 fee) is September 8, 2017. Click → [here](#).