DA: June 6, 2018

FR: Belinda Benjamin
       Director of Administrative & Student Services/Budget Manager
       ℅ Dr. Donzell Lee, Provost & EVPAA

TO: Deans, Chairs, & Instructional Faculty

RE: MANDATORY UW REPORTING | DEADLINE IS NOW PASSED

Instructors were requested to report student "no-shows" by entering code "UW" in the BANNER Grade Worksheet by **Tuesday, June 5, 2018.** The deadline is now passed.

Timely grade (i.e. UW) recording/reporting is a key aspect of Alcorn's student success strategy; an important condition of employment; and an immutable requirement for U.S. Department of Education Title IV funding. It is imperative that instructors meticulously monitor attendance and rigorously record student attendance, namely students who have never attended class or logged into Blackboard courses. "UW" reports should be compiled by chairs and given to deans who will furnish aggregate reports to Academic Affairs. Batch processes will now be executed for institutional, IHL, NCAA, and Title IV reporting. No-shows will be dropped from classes and blocked from Blackboard access.

In this case, given the timing of summer I 2018 UW reporting, once dropped, students may <u>not</u> petition for possible reinstatement. However, (advisor/instructors seeking to assist) students who have been dropped for *financial reasons* or *outstanding balances--only--*may complete the Student Petition → **here**. No guarantee attaches that the petition will be granted or that the student will be placed back in the instructor's class.

PROACTIVE NOTES: To help you get ahead
- Deans/chairs will receive BANNER access to execute overrides beginning Summer II 2018.
- Fall 20<u>19</u> schedule templates will be provided to units in the G-portal by 6/11/18.
- Fall 2018 Commencement portal is open → here.
- Fall 2018 Applications for degree are available → here.