

TO: Fort Wayne Senate

FROM: Educational Policy Committee
James Toole, Chair

DATE: March 23, 2011

SUBJ: Proposed Change in Procedure Requiring Instructors to Enter a Last Date of Attendance upon Assigning an F as a Final Course Grade

DISPOSITION: To the presiding officer for implementation

WHEREAS, Federal law requires that instructors submit a last date of attendance for any student who is assigned an F as a final course grade and who receives financial aid or Veterans' benefits, and;

WHEREAS, the current process for acquiring last dates of attendance for such students costs the Financial Aid Office considerable time and money, and;

WHEREAS, not all instructors respond to the Financial Aid Office's requests for last dates of attendance, a situation that leaves IPFW outside of full compliance with Federal law, and;

WHEREAS, Banner already has the functionality to require entry of a last date attendance for any student assigned a particular grade;

BE IT RESOLVED, that the Registrar shall program Banner to require instructors to enter a last date of attendance for any student assigned an F as a final course grade.