



Alcorn
State University

DA: January 18, 2018

FR: Belinda Benjamin
Director of Administrative & Student Services
% Dr. Donzell Lee, Provost & EVPA

TO: Deans, Chairs, & Instructional Faculty

RE: MANDATORY UW REPORTING

Instructors are to report student “no-shows” by entering code “UW” in the BANNER Grade Worksheet by Wednesday, January 24, 2018 close of business. 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. The UW-portal opens Tuesday, January 23, 2018 after 4 p.m. and closes Wednesday, January 24, 2018 after 5 p.m. Thereafter, batch processes will be executed for institutional, IHL, NCAA, and Title IV reporting. No-shows will be dropped from classes and blocked from Blackboard access. Once dropped, students must petition Mrs. Belinda Benjamin, Director of Administrative and Student Services/Budget Manager, for possible reinstatement. Students will not be reinstated unless Academic Affairs deems an extenuating circumstance existed or an institutional error occurred.

Students dropped for UW may appeal the Provost for re-enrollment by completing the following petition→ [here](#).

Cautionary note from isolated incidents during Fall 2017: (i) Failure to submit UWs and/or (ii) submission of mid-term and final letter grades (e.g., A, B, C, etc.) where a student never attended/logged-in, is an egregious breach of duty and may be grounds for disciplinary action, up to and including dismissal. UW and mid/final-grade reporting are serious and significant instructional functions. Help us preclude any problems or sanctions from the U.S. Department of Education. Most of all, let us work together to ensure all students have every opportunity to

learn, progress, graduate, and become successful. Deans are accountable for quality assurance of all UW- and grade-recordings in their units.

Your usual diligence and cooperation is appreciated.

Final Reminders:

- Last day for **registration**: Friday, January 12, 2018. See→ [Calendar](#)
- Last day to pay fees: Friday, January 19, 2018, otherwise students are dropped from classes/Blackboard. See → [memo](#)
- Last day for Spring 2018 Graduation Application (\$50 fee): Friday, January 26, 2018. See→ [Calendar](#)