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.