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Federal Funding and Reporting Systems Syllabus

Instructors: Rebecca Pollert, Assistant Director Fiscal Management, DPI;

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Class meeting date and time: October 5, 2023 @ 2:30 p.m. CT

Class meeting location: Career Academy

COURSE DESCRIPTION

Provides a complete overview of federal funding reporting requirements, disbursement, and an introduction to the federal reporting systems (e.g., Title funds reporting).

COURSE GOALS

1. Students should understand the difference between the different types of federal reporting systems and which systems are used for school funding purposes.
2. Students should understand the largest federal programs.
3. Students should understand fiscal rules associated with federal programs.
4. Students should understand maintenance of effort rules.

FINAL EXAM

The final exam for this class will be an online 30 question, multiple choice test. The instructor will provide you with guidance on this final exam during class. The due date is **October 31, 2023**.

The final exam for this course must be proctored by any school administrator, direct supervisor or board member. A [protector verification form](#) must be completed and mailed to the NDSBA or emailed to patty.verdouw@ndsba.org by **October 31, 2023**, to validate the final exam.

GRADES

Grades will be calculated on a 100-point scale and based on class participation 20 points, and the final exam 80 points. The grading scale is as follows:

- **85- 100** = Mastery (M): Student has completed proficient work on all course objectives and advanced work on some objectives.
- **60 - 84** = Proficient (P): Student has completed proficient work on the majority of and/or most important objectives, although not on all objectives. Students must receive at least a proficient grade to pass a course.

- **00 – 59=** Developing (D): Student is missing a majority of and/or important objectives and is consequently at significant risk of failing the next related course or being unable to perform the skills covered in the course. Students who receive this designation will be required to retake the course.

ACADEMIC INTEGRITY

Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion (as defined in the NDSBMCP Student Handbook) and is prohibited. Academic dishonesty may be treated as an academic matter or as a disciplinary matter at the discretion of the instructor. The instructor may reflect the incident of dishonesty in the student's grade. If the student has a grievance related to this action, that grievance may be filed in accordance with the NDSBMCP grading grievance procedure. Alternatively, the instructor may refer the case as a disciplinary matter to the NDSBA Executive Director, who is authorized to take disciplinary action, which may include, but not be limited to, withholding course credit, suspending participation in the program, or permanently removing the individual from the program. Prior to making a disciplinary decision, the NDSBA Executive Director will meet with the student, provide a detailed list of charges against them, the corroborating evidence, and offer them an opportunity to respond.

DISABILITY SERVICES

Services will, to the extent feasible, be provided for students with temporary or permanent disabilities. Accommodation and services will be based on the individual student's disability-based need. Students with a disability need should contact patty.verdouw@ndsba..org one week prior to the class meeting date to request accommodations.

ATTENDANCE

Attendance and participation in class activities are considered integral parts of certification. Since this course meets for only a few hours, attendance in classes is expected of all students. Attendance and, if applicable, participation will significantly impact grading.

LATE ASSIGNMENTS

Late tests will only be accepted in extreme circumstances as determined by the instructor on a case-by-case basis.

CLASS CANCELLATION

If a course is cancelled, NDSBA will attempt to notify students via email three days prior to the scheduled class date. In the event of a cancellation, instructors may post video lectures online for students to access or may reschedule the class meeting date. NDSBA will inform students of the make-up arrangements for a cancelled class.