

INNOVATION OF THE YEAR, 2013

Title: Computer generated *educational planning template*

Computer generated *educational planning template* to address the needs of tribal affiliates who request individualized educational planning documents from Native-American students who apply for tribal scholarship consideration. Educational Planning template with draw down menus for timelines (past present and future) has applications capability for all students to have individual course taking strategies for past, present and future courses.

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Executive Summary:

Working with hundreds of students trying to help them meet deadlines for applications for scholarships, It becomes immediately evident that the scholarship agency or organization is asking for a detailed educational plans for each and every applicant. At present each tribal scholarship form has very little space for entry of course descriptions and the plan has been printed out, handwritten, signed and submitted. **A template with plenty of space for course descriptions, planned date of enrollment, and grades record for past courses becomes necessary and more adequately meets the accountability demands of the scholarship agency.**

Description:

New federal regulations by the U.S. Office of Education for financial aid funding have cut back the amount of semesters for Pell Grants that will be funded from 16 semesters to 12. Also, new and more restrictive standards for **normal academic progress for federal financial aid** and **academic accountability** places an added burden and challenge for students and their academic advisors to realign educational plans for those new accountability requirements and challenges students to take on more credits and progress through their education in a more expeditious and timely manner.

Therefore, a computerized template with a draw down menu for timelines and course

descriptions has been developed for the individual educational plan and it can be saved updated and maintained by the student and the educational planner and adviser. The form is complete and clear to all who review and approve it and the individual record is saved and maintained. Therefore, both the student and the program advisor both have access to the document and it becomes the centerpiece for educational planning discussions and future educational strategies and the setting of educational goals within set timelines.

The template document approach to educational planning is applicable to all students and helps clarify each individual course taking strategy and helps the student understand their educational plan and how they will achieve their educational objective. The template document is a living document and can be updated, changed, and reconstructed with the mutual assistance of both students and the academic advisor. Because of the evolving nature of scholarship sources and increasingly more complex and competitive transfer requirements, the fillable template approach to educational planning is the appropriate document for the time and will facilitate the process to address the individual needs of the student, and help assure that students have more control with their education and a clearer understanding of how and when they will complete their educational program.

Tracking and Case Management:

Keeping and maintaining individual records and documentation for students is a desirable capability so that students can visibly review their individual educational strategy and determine the state of their educational progress. This can be reviewed along with their academic adviser and goals and timetables can be kept, adjusted, accomplished, and set new and advanced educational goals. Students who have a much clearer understanding of their progress will be more engaged in their studies as well as understand the necessities of a proper sequence of course taking and the stepping stone approach to their studies and their educational development. Student retention that is much more manageable becomes evident and students may be much more involved and committed to their educational goals. It becomes more transparent for everyone involved in working with the students to make the proper individual assessment and provide the ability for the student to increase their interaction with their advisor and assure more potential for student success and retention.

The educational planning template document can be part of a broader initiative to assure student success, provide added services for financial resources, assist students who are seeking scholarship resources, monitoring an educational program, documenting student progress, and maintaining a record and history of services provided. With this process, students retention prospects become more plausible, reachable, and mutually understood.

Web links: <http://innovate.maricopa.edu>

[Supplements: Template Link](#)