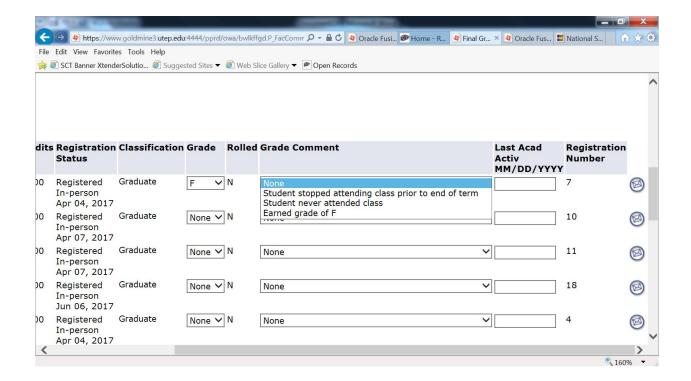
## F GRADE SUBMITTAL PROCESS FOR FACULTY

Financial Aid regulations require that a Last Date of Attendance date be entered on any student who was an issued a grade of F due to non-attendance or because they stopped attending. These changes will be affecting processing by both the Faculty and the Registration and Records Office.

## **During Grading Window in Goldmine:**

Faculty – Will be required to enter a grade comment when a grade of F is entered. When the students was issued a grade

- Log onto Goldmine
- Select Faculty Tab
- Select Term
- Select CRN
- Select Grades: Final
- Under Grade drop down menu Select F
  - Enter reason for F Grade:
    - Student stopped attending prior to end of term Last Date of Attendance required by Faculty member
      - Faculty member needs to enter a date within the POT (part of term). Dates for POT are displayed on the top of grade roster.
    - Student Never attended Date to be automatically entered by system (date prior to first day of class). No date required by faculty member
    - Earned Grade of F Date to be automatically entered by system (Last day of class). No date entry required by faculty member.



#### Notes:

- The faculty must issue a date within the first and last day of class for that particular POT.
  - Dates for the POT will appear on top of the course header information.
- If no date is entered, the faculty will receive an error message after they save their transactions.
- If a faculty member enters a last date of attendance on a course where a grade of F was not issued, then the system will automatically remove the date.
- The Last Date of Attendance will not be required on Pass/Fail courses.

## **Faculty Drop Form:**

After the course drop deadline, a faculty can issue a grade of F. The faculty member will be required to check off reason for grade of F

- Student stopped attending Faculty will be required to provide a Last Date of Attendance
- Student never attended Last attendance date will not be required. Registration and Records Office staff will enter date (first day of class) on Banner Student Information System.

# **Grade Change Form:**

If a Faculty Member submits a grade change form changing the student's grade to an F, Faculty member must indicate the reason for the grade:

- Student stopped attending prior to end of term Last Date of Attendance required by Faculty member
  - Faculty member needs to provide a date within the POT (part of term).
- Student Never attended Date to be provided/entered by the Registration and Records Office staff member on the Student Information System (First Day of Class Date)
- Earned Grade of F Date to be provided/entered by the Registration and Records Office in the banner Student Information System (Last Day of Class date).