

## F GRADE SUBMITTAL PROCESS FOR FACULTY

Financial Aid regulations require that a Last Date of Attendance date be entered on any student who was 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 the last day of attendance when a grade of F is entered.

- Log onto Goldmine
- Select Faculty Menu
- Select Grades: Final
- Click on "Subject," list of students will appear as a drop-down.

Faculty Grade Entry - Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses iii Search

Grading Status	Rolled	Subject	Course	Section	Title	Term
Not Started	Not Started	POLS - Political Science	2310	013	Introduction to Politics	202620 - Spring 2026
Not Started	Not Started	UNIV - University	1301	008	Seminar/ Critical Inquiry	202620 - Spring 2026

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- Select course under "Subject, " list of students will appear below

Faculty Grade Entry - Final Grades

Enter Grades iii Search

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
Aguilar, Belen L.	[REDACTED]	F			03/12/2026	
Aguirre, Hector	[REDACTED]				03/12/2026	
Almeraz, Aylani A.	[REDACTED]	F			02/25/2026	
Aranda, Angelina	[REDACTED]	B				
Archuleta, Karime A.	[REDACTED]	F			03/12/2026	

**You may need to extend your window to view the list.**

- Under Grade drop down menu – Select F
  - Enter a date of last attendance
    - Student stopped attending prior to end of term – Last Date of Attendance

Notes:

- The faculty must issue a date within the first and last day of class for that particular POT.
- 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

**Grade Change Form:**

If a Faculty Member submits a grade change form changing the student's grade to an F, Faculty member must indicate last date of attendance:

- 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)