

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 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.

Registration Status	Classification	Grade	Rolled	Grade Comment	Last Acad Activ MM/DD/YYYY	Registration Number
Registered In-person Apr 04, 2017	Graduate	F	N	None Student stopped attending class prior to end of term Student never attended class		7
Registered In-person Apr 07, 2017	Graduate	None	N	None Earned grade of F		10
Registered In-person Apr 07, 2017	Graduate	None	N	None		11
Registered In-person Jun 06, 2017	Graduate	None	N	None		18
Registered In-person Apr 04, 2017	Graduate	None	N	None		4

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).