

## FAQs for Faculty Regarding Nonattendance and Grade Entry

### **Q: How and at what point should I record that a student has ‘Never Attended’ my course?**

A: Record ‘Never Attended’ grades via the Faculty Center Grade Roster. The determination when to post is at the discretion of the instructor. However, due to federal reporting requirements for students receiving financial aid, faculty are encouraged to post ‘Never Attended’ grades during the second week of a traditional-length class (sooner for accelerated courses).

### **Q: How do the grades I report show up on the student’s transcript?**

A: Reporting an “N” (never attended) shows up on the student’s transcript as a “WNA” which stands for “withdrawn/never attended”. Reporting an “F1” shows up on the student’s transcript as an “F”.

### **Q: I submitted notification of ‘Never Attended’ for a student, but the seat does not show up as ‘available’ in my class. Why?**

A: When a faculty member reports a student as having never attended, the student is withdrawn from the course. However, the student continues to show on the roster because they have received a grade of ‘WNA’. An instructor may grant overfill class permission to another student to enroll in their course.

### **Q: I teach an online class. What criteria do I use when determining if a student has never attended and when the ‘last date of attendance’ is for an online class?**

A: When determining attendance for an online course, the Department of Education considers an online student who has posted to a discussion board, turned in an assignment or communicated with the faculty member regarding a question about the course to have performed an academically-related activity or has ‘attended’ the course. Logging into Blackboard but not posting or participating does not constitute attendance, according to the Department of Education.

### **Q: A student came to my class once but never returned. Do I report them as having never attended?**

A: No. Instead, you should record an ‘F1’ for the student in the Faculty Center Grade Roster as soon as possible and enter the student’s last date of attendance.

### **Q: I want to do what is best for the student. If the student asks me to allow them back in after I report them as having never attended, or if the student drops three weeks after the start of the class and now wants to get back into the class, should I allow it? Should I record a student as having never attended, even though they attended the first class?**

A: If a student approaches you and asks to be let back into a class that they dropped or never attended,-you should only do so if the student can still successfully complete the course. If you would like to allow a student back into your class that you have previously issued an ‘N’ for, you will need to complete the [Non-Attendance Removal Form](#), located on the forms database.

### **Q: What’s the difference between a F1 and FX?**

A: To the student’s transcript, there is no difference – they both appear as a grade of F for that class. Use ‘F1’ if the student attended at least one class but stopped attending at some point during the term. Use FX if the student attended classes until the end of the term and earned the grade of F.

### **Q: I have a student that attended once and never returned. Do I wait until the end of the semester to report the F1?**

A: When applicable, F1 grades should be entered by the second week of class. As students stop attending thereafter, you can enter the F1 grade at that time. It is preferable that F1 grades are entered prior to the end of the term.