Name of Policy: Failure for Non-Attendance Procedure (FN)

Policy
Faculty are expected to record any student who has never attended a class as an FN.

Part 1. Purpose:
To comply with federal regulations regarding the disbursement of Title IV financial aid, ensuring that attendance has first been confirmed. The FN grade serves to ensure appropriate adjustments to the student’s financial aid award will be calculated. The FN grade also serves as notification to Student Services that the student’s academic success is at risk; intervention is warranted.

Part 2. Procedure:
1) Class lists are reviewed by faculty to determine if registered students are attending class.

How to view/run a class list in e-services
   a.) Go to www.minnesota.edu
   b.) Under the "Faculty & Staff" section, click on "Employee Portal"
   c.) Enter your StarID and password
   d.) Click on "Class lists" (right hand side)

2) Faculty must verify student attendance/academic activity for FN consideration.

3) Faculty must enter in a grade of FN for any student who has never attended the class after the end of Day 5, but prior to the end of Day 6. Details on entering in grades can be found in the Grading Procedure.

4) The associate registrars or designee will notify the academic deans of any faculty who have not completed the FN process.

5) Student Services is notified via an FN report, and does follow-up with the student.

6) Associate Registrar/Admission Specialist or Registration Associate drop and backdate course registration for students identified as non-attending in all of their courses.

7) The student must obtain faculty approval to be reinstated in their courses, after being either removed from all their courses or assigned an FN.
Steward: Vice President of Student Services/Chief Student Services Officer

Approval Date: March 28, 2013

Draft Date: Revision of No Show Procedure 2120-3-01

Revised: 1/8/13 to reflect updated instructions for running a class list (implementation of the Employee Portal)

Implementation Date: March 28, 2013