

# Reporting non-attendance and non-participation which results in grades:

## Failure for Non-Attendance (FN) and Failure to Withdraw (FW)

### Student Impact:

Students who earn a failing grade in a course may not have failed based on academic contributions. As such, RCTC policy allows the designation of grades FN (Failure for non-attendance) and FW (Failure to withdraw) when students earn a failing grade for either never attending, or discontinuing participation. The FN and FW grades carry the same academic value of 0 points for non-completion as the grade of F does. It gives a better indication of why a student did not succeed in the coursework. FN and FW grades more accurately reflect why a student failed a course, which provides a more informative view of a student's performance; it further impacts or allows financial aid to protect students from compiling financial awards that they inappropriately have received or will receive.

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Days 6-10. Login to the campus web portal and review class list.

### To report non-attendance thereby assigning the FN or FW grade

- If all students are in attendance and/or participated, no action is needed.
- If students on your class list have not attended or participated, report them as non-attending.\*

Day 61 through end of grade window. Login to the campus web portal and review class list.

- If all students are in attendance and/or participated, no action is needed.
  - If students are non-attending or non-participating, you can report a last day of participation, which results in a grade of FW assigned to the student record. \*
  - Faculty can again identify a student as never-attending or participating at this point which results in the grade of FN assigned to the student record.\*
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In order to reverse a recorded grade, a student must contact the individual faculty member within the term dates for consent. Faculty can consent to rescind the FN/FW grade in two ways:

### To reverse a recorded FN or FW grade:

- Complete a "Consent to Rescind FN/FW grade" form from the faculty secretary, the adjunct/part-time faculty web site, or the J: drive. This form must be completed and signed by the instructor and received by admissions and records for processing from the student and/or faculty member.
- Send an email from the institutional email account to [nancy.shumaker@roch.edu](mailto:nancy.shumaker@roch.edu) containing the following statement:

*I recognize this student     (name)    , Student ID                     , as attending my                      course, course ID                     , and demonstrating potential to successfully complete the course. I authorize the grade (FN or FW) to be removed from the student's record.*

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### For information:

Contact RCTC Registrar Nancy Shumaker by [nancy.shumaker@roch.edu](mailto:nancy.shumaker@roch.edu) and 285-7461.

\* The registrar will notify faculty via email instructions how to use the web portal to report this information. Questions regarding this process can be directed to the Registrar, by contacting Nancy Shumaker via phone or email.

# FAQ's for understanding grades:

## Failure for Non-Attendance and Failure to Withdraw

### Why are there two new grades?

Students who earn a failing grade in a course may not have failed based on academic contributions. As such, RCTC policy now allows faculty to designate a grade of FN (failure for non-attendance) and FW (Failure to withdraw) when students earn this grade for either never attending, or discontinuing participation.

The FN and FW grades carry the same academic value of 0 points for non-completion as the grade of F does. The impact of FN and FW grades will be an accurate reflection of the reason a student failed a course; it may further impact the financial aid award a student will/has received.

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### When are FN and FW grades reported?

FN grades are recorded based on reported non-attendance that was evident at any point during the term. It can be recorded days 6-10 and day 61 through end of grading window.

FW grades are recorded as result of Faculty reporting a Last Day of Attendance that transpired at any point during the term. It can be recorded from day 61 through end of grading window.

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### How are the grades recorded?

Faculty report a student as non-attending via the web the web portal. The grade automatically posts to a student's record.

*FN grades reflect never having attended class by a pseudo date of 18581117. Staff should never attempt to correct this date unless a grade rescission form is being processed by admissions staff.*

*FW grades reflect the last date of attendance as assigned by the faculty.*

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### Can a student still withdraw if they are assigned FN/FW grade?

Only if they are within the established course withdrawal window. Faculty consent is not required as RCTC policy permits students to withdraw up to the specified course date. They must submit a withdrawal request in person or in writing to the admissions and records office.

If they seek to withdraw at the counter following this assigned grade, the last date of attendance assigned via the faculty in the course stands.

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### Can a student be reinstated to a course if they have an assigned FN/FW grade?

If a student seeks to be reinstated, they must contact the faculty member who has access to the "Consent to rescind FN/FW grade" form which must be delivered by the student and/or faculty member to admissions and records.