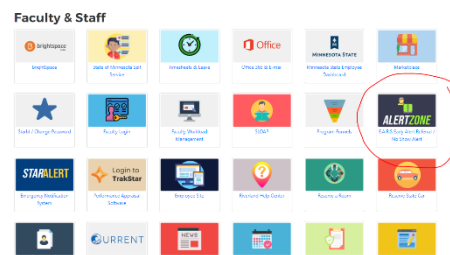


## What are No Shows, FN & FW Grades

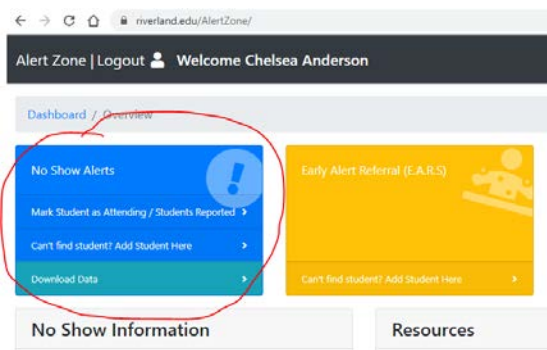
### Key information regarding No Shows:

No Shows alert student services (advisors, counselors, financial aid etc) of students who are registered for a class, on the class roster, but not attending and/or not participating.

- No Shows should be reported on each day a student “no shows” via [Alert Zone](#) on the [Faculty Staff webpage](#). No Shows are reported during the drop/add week.



- If a student was reported as a No Show and then starts attending, faculty should go back into [Alert Zone](#) to Mark a Student as Attending.



### Key information regarding FN & FW grades:

- Reporting of FN & FW grades in a timely manner is very important. Financial aid initially applies to the student’s account on day eight of the semester. Riverland is required to review FN & FW grades to prevent students from receiving financial aid funds fraudulently.
- Once FN or FW grade is posted, the student is removed from D2L/Brightspace within 24 hours.
- If after the FN or FW grade is posted and the faculty approves the student back into class, faculty need to send an email to [registration@riverland.edu](mailto:registration@riverland.edu) and request to have the grade removed. Please provide the student’s name, student’s Tech ID and the name of the course.



## What are No Shows, FN & FW Grades?

### **No Shows**

No Shows alert student services (advisors, counselors, financial aid etc) of students who are registered for a class, on the class roster, but not attending and/or not participating.

### **FN – Failure to complete a course due to no attendance**

An “FN” grade is a transcribed grade on a student’s transcript reflecting when the student has not attended any class sessions or has not engage in their online course.

- FN’s would not be issued during the drop/add period during any semester or session.
- FN’s would ONLY be issued the second (8<sup>th</sup> class day of the semester) and third weeks of the Fall and Spring semester, and the second week of a “late start”, short term, or Summer Session classes.
- FN’s should be issued at the time the faculty member makes the determination that the student has earned an FN grade.
- FN’s are issued when the student has not attended any class sessions or has not engaged in their online course(s).
- FN’s do count in credits attempted but not in the GPA.

### **FW – Failure to complete a course due to an unofficial withdrawal**

An “FW” grade is a transcribed grade on a student’s transcript reflecting that they started attending class or logged in and engaged in an online course but then displayed an extended period of absence or lack of online course participation, without communication with their instructor.

- Recommendation: Prior to considering the issuing of an FW grade, make a referral to the Riverland Counseling Department through the Early Alert System (Faculty and Staff web page link).
- FW’s would normally be issued starting the fourth week of the semester and the third week of “late start”, short term, or Summer Session classes. NOTE: if the course is shorter than three weeks, the faculty member should use their discretion as to when to issue the FW grade.
- FW’s should be taken into consideration if the student has missed three consecutive weeks of instruction or online course assignments.
- FW’s should be issued at the time the faculty member makes the determination that the student has earned an FW grade.
- FW’s do count in credits attempted but not in the GPA.