

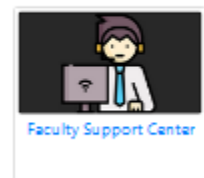
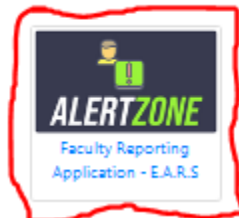
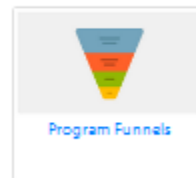
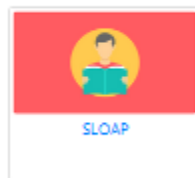
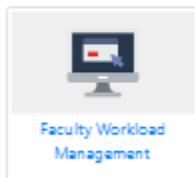
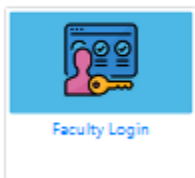
Never Attended, FN & FW Grades

Key information regarding Never Attended:

Reporting a student as “Never Attended” alerts 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.

- Never Attended students 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 Never Attended and then starts attending, faculty should go back into [Alert Zone](#) to Mark a Student as Attending.

Faculty



Never Attended Reporting Tools

Never Attended Alerts - Add Here

Mark Student as Attending

Can't find student? Add your student here.

Download Data (Excel Format)

Early Alert Referral (E.A.R.S) Reporting Tools

E.A.R.S - Add Here

Can't find student? Add your student here.

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 student wants back into the class, faculty need to send an email to 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.

FN - Failure to complete a course due to no attendance

An "FN" grade is a transcribed grade on a student's transcript reflecting that they did not attend a class or did not log in and participate in an 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 (8th 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 grades do count in credits attempted but not in the GPA.