

Entering an N Grade

FACULTY ENTRY/ TIME PERIOD	DEFINITION
Verification of Roster End of Drop/Add Period	N = Student has not been involved in academically related activities associated with the course (over for definitions and examples) and has not contacted the instructor about absence
Mid-Term Grade Entry	N = Student ceased to participate in academic activities at some point between the end of Drop/Add and Mid-term F = Failing the course due to failure to grasp concepts, complete assignments fully, or performance on exams/quizzes
Final Grade Entry/ End of Semester	N = Failing Grade, Unearned-Grade: student did not withdraw, but failed to participate in course activities during semester F = Failing Grade, Earned-Grade: generally completed the course but failed to achieve course objectives

In **ALL** cases when entering an N Grade a Last Date of Attendance (LDA) is **REQUIRED**

Academically Related Activities

Academically related activities include, but are not limited to:

Physically attending a class where there is an opportunity for direct interaction between the instructor and students

Submitting an academic assignment

Taking an exam, an interactive tutorial, or computer-assisted instruction

Attending a study group that is assigned by the university

Participating in an online discussion about academic matters

Initiating contact with a faculty member to ask a question about the academic subject studies in the course

Academically related activities do not include activities where a student maybe present but not academically engaged such as:

Living in institutional housing

Participating in the university's meal plan

Logging into an online class without active participation

Participating in academic counseling or advisement

Academically Related Activity for Distance Education Courses

Documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. Academically related activities in a distance education course include, but are not limited to:

Student submission of an academic assignment.

Student submission of an exam

Documented student participation in an interactive tutorial or computer-assisted instruction.

A posting by the student showing the student's participation in an online study group that is assigned by the institution.

A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters.

An email from the student or other documentation showing the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.