Completing Failure Grade Information

In order to comply with Federal Aid regulations, the University must report if a financial aid recipient who receives a failing grade (F, NC, U, UN) has ever attended class. This requirement will be collected as the instructor is submitting grades on the grade roster.

First, log onto Enroll & Pay with your KU Online ID and password. Click on the KU Faculty tile on the Instructor Homepage and select an available grade roster from the Faculty Center:

Instructors will enter grades as usual-either manually, through the Blackboard grades import, or by uploading a file.

Last Updated: November 2020

When submitting grades, Enroll & Pay will alert you if there are students that need additional information added. Instructors can also elect to add in the additional information as they are grading their roster.
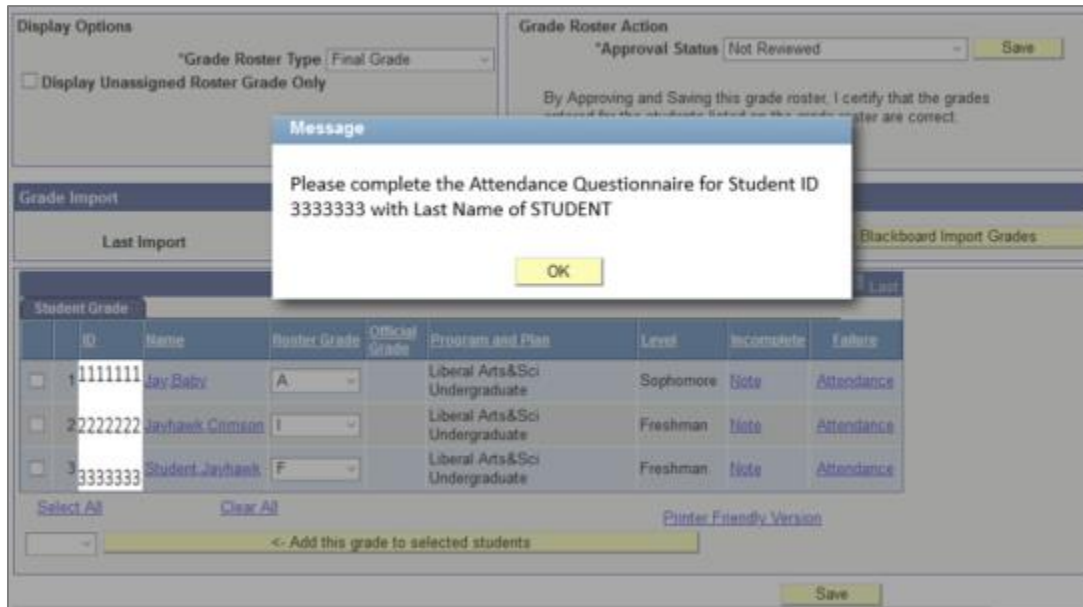
For each student with a failing grade, click on the "Attendance" link. Please note that the "Incomplete Note" link is for students that have earned an Incomplete grade.

Click on the appropriate radio button for attendance. Comments are optional and will be seen by other KU staff. If you click on the option that says "attended some…," you will also need to list the last known date of attendance. Click on OK and make sure that you save your grade roster on the main page to proceed.

ATTENDANCE QUESTIONNAIRE

Student,Jayhawk

▼ Class Section Information

Term	2021 Spring		
Subject Area	MATH	**Catalog Nbr**	101
Class Nbr	45199	**Class Section**	1400
Description	College Algebra:		

Failed Grade Attendance Category

The student:

○ attended through the end of the term and earned the grade of 'F','NC','U',or 'UN'

○ did not attend any class sessions or participate in any academically related activities

○ attended some of the class sessions and the student's last known date of attendance and/or participation in an academically related activity was:

Last Date of Attendance 02/12/2021

Comment: Attendance through the first exam.

last updated by

OK   Cancel