



## **ACADEMIC ALERT #2007-23**

**DATE:** October, 2007

**DECISION:** Office of Admissions and Records (OAR)

**Update of Administrative Notation of FX: A Non-Attendance Option  
Added to the Grading Options on the Banner System and Banner Web**

### **Rationale and Description**

The “FX” transcript notation was implemented in January 2003 (Academic Alert 2003-5) as a mechanism for tracking students who register for a class, *do not* attend, and therefore receive a failing grade. This has been a necessary and effective way to differentiate between students who register for a course but do not attend, and students who “earn” a failing grade of “F” (undergraduate) or “N” (graduate). Documenting the difference between attendance and non-attendance is essential for compliance with federal financial aid regulations.

Students in cohort or cluster programs are registered for all terms of their program at the beginning of the program. When students “stop-out” without notifying the university, they are unaware that their action will result in “FX” grades for the remainder of their coursework. The accumulation of one or more terms of “FX” grades leaves the student with a misleading academic record and a large, outstanding balance that the university cannot collect.

To remedy this, the Office of Admissions & Records (OAR) is implementing the following administrative procedure: “Students who receive FX grades for all courses in one term will be administratively dropped from the subsequent terms in his/her program.”

**Approvals:** Definition and use of “FX” are unchanged. No additional approvals are required.

Approved by Student Academic Standards Committee: December 19, 2002

Approved by Faculty Senate: January 15, 2003

**IMPLEMENTATION DATE: Fall Term 2007**

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**SIGNATURE**

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**Vice Provost**

**Definition of FX:** (Note: FX is an administrative notation and not a grade.)

**FX** = Student registered for a course that he/she has not attended or has attended only briefly. This administrative notation can be changed to a withdrawal (W, WU, WW, WS, WN) by the Registrar, without consulting the instructor, if it is determined that the student attempted to withdraw but followed incorrect procedures, or on other administrative grounds. If not administratively removed by the Registrar, the FX notation functions academically as a failing grade, and carries all the weight of an F.

## **IMPLEMENTATION**

The Office of Admissions and Records will generate a list of students who receive FX grades for all courses in one term and send this list each term to the Undergraduate Academic Advising Center (UAAC) and the Dean's Office in each of the three colleges.

The UAAC will contact undergraduate students who are dropped after receiving all "FX" grades for a term and offer advising assistance. A designee of the dean in each of the three colleges will contact graduate students who are dropped after receiving all "FX" grades for a term and offer advising assistance.

The revised catalog copy must be submitted to the Vice Provost and Assistant Registrar for Schedules and Catalog Coordinator to ensure that catalog copy is prepared and ready for the next catalog, 2008-2009.