

## **FN Failure due to No Show – What is it?**

The FN, Failure due to No Show, is an interim grade. FN is not a final grade. It is entered as a midterm grade to notify students they have been dropped for nonattendance of a class. It is designed for instructors to drop students who have not attended class beginning the first day of class. Once entered, the grade is automatically removed. It will not display on your transcript.

### **Students are expected to:**

1. attend the first day of class and all class meetings in which they are registered.
2. email the instructor of the course if they will not be able to attend the first class meeting and include the expected date they will be able to attend the class, along with the reasoning for not being able to attend. This is to determine if the absence will be an excused absence by the instructor.
3. email or notify the instructor any time they will miss a class meeting.

### **What happens when an instructor assigns an FN interim grade?**

1. The student is immediately dropped from the course.
2. The student immediately receives an email notification of the drop.
3. The instructor immediately receives the same email notification sent to the student.
4. The email is similar to:

**From:** FSU Automated Services workflow@uncfsu.edu>

Dear <Student Name>

**Your financial aid is in jeopardy!**

Your instructor has entered a grade of FN to indicate you have not been attending the course in which you enrolled.

**You have been dropped from any course designated with the FN grade. If you are a financial aid recipient, your refund, (if eligible), will be affected and your financial aid will be adjusted if you drop below full-time status.**

If registration is still in progress, you may re-enroll in the class and inform the instructor of your intent.

If registration has closed, you may not be reinstated in the course.

Confer with your advisor for alternative suggestions.

Please see course and instructor information below:

Subject: ART

Course: 110

Section: 01

Term: 202260

Instructor: <Instructor Name and email address>

Thank you,

**What should the student do if he/she receives an FN email notification?**

1. If the registration drop/add period is still open, the student can re-enroll in the class as stated in the email. The student should notify the instructor via email of the registration.
2. If the registration/drop period is still open and the class is closed due to maximum enrollment and the instructor wishes to reinstate the student, the instructor must submit the course override for the student to register. The student will then register for the course by entering the CRN in the registration worksheet.
3. If the registration drop/add period is not open and the instructor wishes to reinstate the student in the class, the instructor must submit the Course Reinstatement form located in Canvas on the Office of the Registrar's dashboard. The Registrar will receive the form and enroll the student. Once the FN reinstatement period is over, the Course Reinstatement form is deactivated.

**What if the instructor assigned an FN to a student by mistake?**

1. The instructor of the course can email the Registrar and ask for reinstatement.