For Your Information

Important LU Academic and Administrative Information

October 6, 2011

The following subject areas have new posts or reminders.

Academic Affairs

This email will be archived in the Executive Documents Folder on the J-Drive for future reference.

 Academic Affairs

Fall semester 2011 midterm grades are due on Monday, October 10, 2011, at noon. You may enter student grades via the faculty portal starting Thursday, October 06, 2011, at 8 a.m.

Please note that only undergraduate students receive midterm grades. Instructors of graduate classes do not need to record a midterm grade.

Instructions are available on the Lindenwood University website by clicking on the following link and reviewing page 19, *Grade entry*.

http://www.lindenwood.edu/technology/docs/facultyPortalUserManuall.pdf

Undergraduate students should receive a grade of (A, B, C, D, F, AF, or N).

A grade of “AF” (attendance failure) is given when students stop attending a particular class prior to the published deadline to receive a grade of WP or WF (October 28, 2011) but do not withdraw from the course.

A grade of “N” (Never attend) is given when a student appears on the class roster but NEVER attended the course at any time during the term. If the student attended even once, he/she should not receive a grade of “N” as it will jeopardize the student's financial aid and full time status for the term.

Please contact me if you have any questions regarding grading in the faculty portal. Thank you.
Barry

Barry Finnegan
Dean of Academic Services