

All F's

Procedures:

1. Student s that did not officially withdraw from the University and have been assigned the grade of "F" in all courses must acquire a letter from Instructors of Record if they did not attend class (es).
2. The Instructor of Record will submit letter(s) to the Office of the Registrar.
3. Upon receipt of the appropriate documentation the grade(s), if the student ***never attended***, the grades and attendance are removed.
4. The Office of Financial Aid and Student Accounting will be contacted by the Office of the Registrar for a record adjustment.