Grading Students who Never Attend

There has been some confusion on grading students who have never attended your class.

If a student has Never attended but remains on your final grade roll you must first give a grade such as a UW (unofficial withdrawal) and then enter NA (Never Attended) in the last date attended box. NA is NOT a valid grade and the system will continue to give the Missing Grade error if a valid grade is not entered in the grade drop down box along with the NA.

Please contact the Registrar’s office with questions.