Financial Aid *for* Grading

Financial Aid Office, Buffalo State College
1300 Elmwood Avenue MH 230, Buffalo, NY 14222
Phone: (716) 878-4902 Fax: (716) 878-4903
finaid@buffalostate.edu   financialaid.buffalostate.edu

Overview

Students receiving federal and state aid are required to meet academic standards each semester to continue their eligibility from semester to semester. This is known as Satisfactory Academic Progress. Students must meet a GPA requirement and successfully complete two-thirds of all credits they attempt (called "pace"). The Financial Aid Office reviews students' grades about one week after the grading window closes each semester. Students that are not meeting all required standards for federal aid are notified in writing of the consequences. The letter also compares their actual cumulative performance to the minimum standards, thereby allowing the student to see their deficiency. Since a student's aid eligibility is contingent on their grades and academic performance, how grades are entered into Banner can be a significant factor.

Non-Passing Status Grades: I, N, W, and X top

Under federal and state satisfactory academic progress rules, grades of I, N, X and W are considered unsuccessful courses on the student's transcript. As a result, issuing these grades can cause the student to lose eligibility for federal and state aid because they have not completed a sufficient number of credits. While the Financial Aid Office understand the necessity of these grade designations, students and instructors should understand the negative ramifications they can have.

How you can help:

➢ When issuing any non-passing grade, enter the Last Date of Attendance (LDA) in Banner during the grading process (see next section for more information).
➢ The LDA for an I or N grade should be the date you and the student decided on this option.
➢ Encourage students to complete I and N grades as soon as possible. As a reminder, I grades that are not completed by the 10th week of the following semester automatically convert to an E.
➢ The conversion of an I grade to an E grade negatively impacts a student's GPA.

Entering a Last Date of Attendance (LDA) top

The Financial Aid Office relies on the Last Date of Attendance entered by instructors during the grading process to determine if a student unofficially withdrew. Students are considered unofficially withdrawn if they stopped attending all their courses without providing notice to the college (e.g., withdrawal from all courses on Banner, or complete a LOA or Withdrawal form), and thusly, earned a 0.0 term gpa. Since federal aid is disbursed to students under the assumption they attend the entire semester, students that stop attending, for any reason, may need to have their aid adjusted.

The **Last Date of Attendance** (LDA) is defined as the student's last date of attendance at an _academically related activity_. Such activities include: attending class, submitting an academic assignment, taking an exam, completing an interactive computer-assisted instruction, participating in an online discussion, or initiating contact with a faculty member regarding the course subject matter.

Academically related activities _never_ include: living in institutional housing, participating in a meal plan, logging into an online class without participation, or participation in academic counseling or advisement.

How you can help:
➢ Always enter a last date of attendance when submitting non-passing grades (except for EV grades)
➢ Non-Passing grades that require a last date of attendance include: E, F, U, N, I
➢ The Registrar's Grading Tip Sheet provides screenshots on grading in Banner and entering the LDA (page 2).
➢ Occasionally the Financial Aid Office my contact you directly requesting information about a student's attendance; your prompt attention is most appreciated in determining the student's maximum aid eligibility.

Students that Never Attended Class top
Students that never attended your class should be assigned a grade of EV rather than an E. Students assigned an EV grade should <u>not</u> have a last date of attendance reported. This grade assists the Financial Aid Office in determining which students received federal aid but never attended any of their classes, and thus, are not eligible to retain any aid.

How you can help:
➢ Always use the EV grade for students that never attended your class and leave the LDA field blank in Banner.

Late Grade Submission top
The Financial Aid Office reviews students for satisfactory academic progress about one week after the grading window closes. Any grades not entered into Banner at that time will result in the student receiving X grades. This grade is considered an unsuccessful course attempt and therefore, will reduce the student's pace ratio (earned credits/attempted credits).

How you can help:
➢ If you are unable to submit grades for an entire class, notify the Financial Aid Office at finaid@buffalostate.edu. Doing so will enable us to re-evaluate all students in your class once the grades are submitted and update their status as needed.

Related Topics top
Also see the ***Financial Aid for Academic Advisors*** handout which discusses how academic decisions (e.g.: changing majors, repeating coursework) affect student financial aid.