Capturing Attendance for Withdrawal Grading

This guide will cover:

- How instructors will record withdrawal grading in Catalyst

To achieve compliance with Title IV federal financial aid regulations, instructors must confirm academic attendance on non-attendance after a student withdraws from a class. Instructors will provide this affirmation while in the Faculty Center via the Last Date of Attendance link connected to their Grade Roster.

An abbreviated grade roster containing only withdrawn students will present to the instructor who will record one of these Final Grades:

- **“W”** to indicate an Official Withdrawal with Academic Attendance. Instructors who record a “W” grade must record the last date of attendance for the student.

- **“WX”** to indicate an Official Withdrawal without Academic Attendance. Instructors who record a “WX” are reporting no attendance or participation from the student. It is not possible to record the last date of attendance for this student.

- **“F”** to indicate an Official Withdrawal Failure. Instructors who record an “F” are not required to record the last date of attendance for the student.

**NOTE:** You will not be able to access your Grade Roster until you have recorded a Participation Grade and Last Date of Attendance for all students who have withdrawn from your class.

**Step One**

Select My Schedule to view your teaching schedule for the semester.

![Catalyst Faculty Center](image)
Step Two

If you’re scheduled to teach classes for more than one semester, be sure you’re viewing the schedule for the correct term. All historical terms in which you were assigned to a class are available to view using the change term button.

Click on the Grade Roster icon next to the class to begin grading.

**NOTE:** You will only be able to record grades when a grade roster has been generated for your class.
Step Three

Before you can access your Grade Roster, you will need to record a Participation Grade and Last Date of Attendance for all students who have withdrawn from your class.

Valid Participation Grades include:

- **W** to reflect an Official Withdrawal where there has been participation in the class.
- **F** to reflect an Official Withdrawal where the student has participated but failed the class.
- **WX** to reflect an Official Withdrawal where there has not been participation or attendance in the class.

Because the WX grade is intended to identify those students that have not participated or attended classes, a Last Date of Attendance should not be reported.

Remember that student photos are available when viewing the Class Roster. This may be helpful for you to recognize students who have withdrawn from your class.

Click the Submit Grade Change button when you have recorded the necessary information.
Step Four

After all withdrawn students have been given a valid Participation Grade and Last Date of Attendance (as required), you may proceed to your full grade roster to submit the remaining grades. To proceed to the Grade Roster, click on the Grade Roster link at the top of the page.

Students who have had Participation Grades recorded will continue to appear on your Grade Roster but cannot be graded on this roster.

More information about submitting final grades or grade changes will be released soon!