

How to Submit a Failing Grade Confirmation Form

Faculty Instructions

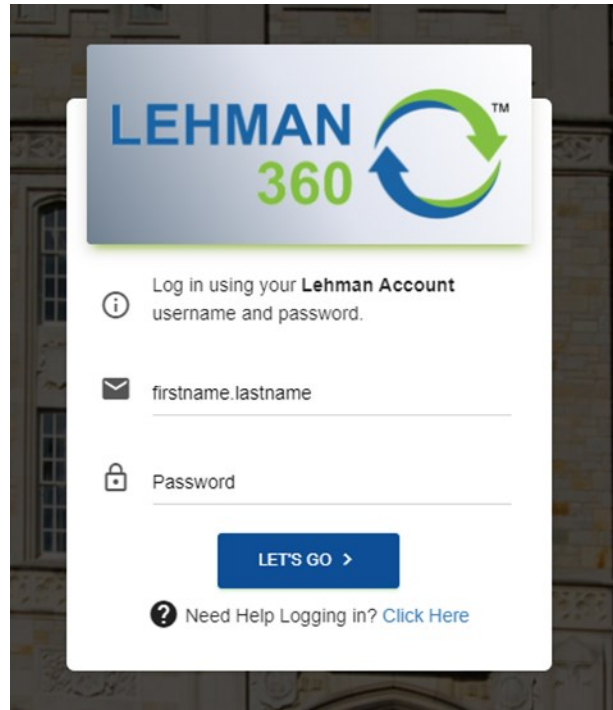
After every term and session, IT will run a Failing Grade Confirmation report to identify students who received Federal Title IV Aid and received a combination of F, WU, and INC grades. These students will require further confirmation of the F grades given by the faculty members. To facilitate this process, the Failing Grade Confirmation workflow was developed.



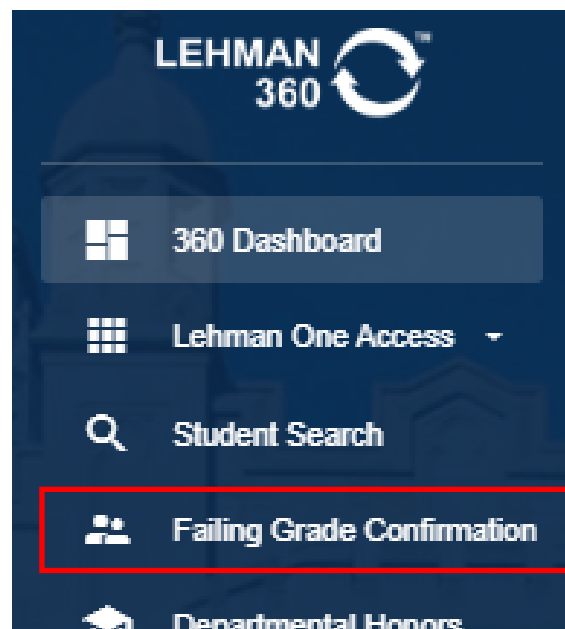
Email: Grade.Confirmation@Lehman.Cuny.Edu


HOW TO SUBMIT FAILING GRADE CONFIRMATION FORM



1. From the Lehman College home page, click **Login** and then select **Lehman 360**.
2. Sign in using your Lehman 360 credentials. These credentials are the same credentials used to log into your Lehman.Cuny.Edu email address.



3. The Failing Grade Confirmation icon will appear as a selection on the 360 Dashboard on the left hand side.



4. Click on the **Failing Grade Confirmation** link and it will bring you to all your assigned cases. Each case will have the student's EMPLID, Name, term, etc. listed. To complete the confirmation of grades, click on the  icon located on the right hand side.

Emplid	Student Name	Term	Course	Section	Course Description	Grade Posted	Form
12345678	Doe, John	Spring 2017	REC 370	01	Recreation Internshp	INC	Submitted
57864312	Doe, Jane	Spring 2017	REC 470	01	Senr Intrnshp-Recrea	INC	 
87654321	Parker, Peter	Spring 2017	REC 470	01	Senr Intrnshp-Recrea	INC	Submitted

5. Once you click on the icon, you will be brought to the form to complete. You will be asked to provide documentation of **Academic Related Activities, Last Date of Academic Related Activity**, and provide supporting documents, syllabi, and any additional comments regarding the student.

****You are required to submit at least one Academic Related Activity, the Last Date of Academic Related Activity, and a Syllabus.***

Verification Form

EMPLID 12345678

Student Name John Doe

Term Spring 2017

Class Information REC 470 - 01

Course Title Senr Intrnshp-Recrea

Grade Posted INC

Academic Activities * This student engaged in the following academic related activities (Please select all applicable choices, at least one is required).

- Physically attended a class where there was an opportunity for direct interaction between the instructor and students
- Submitted an academic assignment
- Took an exam, an interactive tutorial or computer-assisted instructions
- Attended a study group that was assigned by the school
- Participated in an online discussion about academic matter
- Engaged in an online academically related activity, or initiated contact with the instructor to ask a question about the academic subject studied in the course or asked a course-related question
- None of the above

Other activities (Please specify)


6. Once all the necessary information has been provided, read and click on the **Check Box** located next to the **Disclaimer** located at the end of the form. You may then click on the **Submit** button to complete the form.

Disclaimer * By clicking this checkbox, I affirm that this verification, supporting documents, and all other information provided is a valid representation of the student's coursework and grade

* Required fields

CANCEL SUBMIT

7. The status on the form will now reflect as **Submitted**.

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Thank you! You have now completed the Failing Grade Confirmation process.

Any questions/comments regarding your cases may be sent to the Grade.Confirmation@Lehman.Cuny.Edu email address.