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.

![Students Table]

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.*
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.

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

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.