



Office Student Records News

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Submission of "L" Grades

A recent modification in how the Grade Roster in MaineStreet works will help the University comply with Federal Financial Aid regulations. The change increases the amount of information collected when an "L" grade is entered for a student.

What's the change? When an instructor enters an "L" grade for a student, they will be prompted to enter either the last date of participation in the class, or check a box indicating that the student never attended.

ID	Name	Roster Grade	Last Date of Participation	OR	Never Attended
1234567	Gradey, Better	L	31		<input type="checkbox"/>
7654321	Student, Ima				<input type="checkbox"/>

How does this help? Federal regulations require that the Office of Student Financial Aid determine the last date of attendance for all students who discontinue class attendance. If a student does not officially withdraw, the latest date of a given academically-related activity is the date that is determined to be the student's withdrawal date. A student that is considered an unofficial withdrawal must have a withdrawal date determined as soon as possible, or no later than 30 days after the end of the semester. Charges and financial aid will be recalculated based on this date.

When is the assignment of an "L" grade appropriate? An "L" grade is assigned to show lack of participation. This grade indicates that a student participated in less than 50% of the class, but did not formally withdraw from the course. This grade counts the same as a failing grade ("F.") If the student fails the class and has participated in at least half of the class, then the "F" grade should be assigned.

The reporting of the last date of participation by instructors at the time of grading will be extremely beneficial. Less effort will be required to collect the information from instructors after the semester ends and grading has been completed. Additionally, the information will be stored in MaineStreet making it accessible for those who need it such as the staff in the Office of Student Financial Aid.

Generating Reports in MaineStreet

The Office of Student Records routinely retrieves data from MaineStreet using a query reporting tool. Many queries are created based on common requests from the academic areas. A number of queries have been made available for users who have a need and desire to generate reports on their own. The data is retrieved from a reporting database consisting of data from the previous day.

As an example, a query exists to generate a report of all current students in a given major/minor and displays a variety of academic information as well as addresses. A new query was recently created to provide a list of the graduates in a given major. You can also easily create a list of your favorite queries within the Query Viewer in MaineStreet.



We have updated the **list of public queries** which outlines each query and it's purpose. This **list**, and information on **how to run a query** using MaineStreet, are available on the **OSR website**. All you will need is the appropriate security and minimal training (the documentation would likely be sufficient).

We are open to suggestions for reports that may be useful to the academic community. Please forward your ideas to Linda Reid at linda@maine.edu.

! Please be aware: The data from these queries is available for academic department use only. No data is to be released to any third party. All third party data requests must be directed to Student Records.

Spring 2013 Grading Information

- Final Grades are due on **May 17**
- The *Incomplete Grade Reporting Form* must be completed for any undergraduate student assigned an Incomplete grade.



Emailing Grades

There is no guarantee of confidentiality in transmitting information electronically, particularly when it is done through the Internet. Faculty who wish to send grades to students via email need to understand that, if there is an unauthorized release of grades to someone who is not a school official, the institution could be found to be in violation of FERPA if an investigation were to be conducted.



May

- May 1 - Maine Day.
- May 3 - Classes end.
- May 6 - Final Exams begin.
- May 10 - Final Exams end.
- May 11 - Commencement 10:00 a.m. & 2:30 p.m., Harold Alfond Sports Arena.
- May 13 - Summer University begins.
- May 17 - Final Grades for Spring 2013 due.
 - Fall 2012 Incomplete grades lapsed to failing grades.
- May 20 - Distribute lists of overdue grades to colleges.
 - Distribute recommended academic action lists to colleges.
- May 21 - May 2013 Graduation records ready for department review.

June

- June 4 - Academic suspensions and dismissals due in OSR.
- June 5 - Students with suspend/dismiss actions are notified.
- June 13 - Spring 2014 Schedule of Classes materials distributed to departments.
- June 14 - Spring 2013 Dean's List, Presidential Scholar achievements, class standings distributed to colleges.
- June 18 - Official May 2013 graduates list due in OSR.
- June 28 - Remaining Academic Action (probations) due in OSR.
 - August 2013 graduation records ready for department review.

July

- July 1 - Drop dismissed/suspended students enrolled Fall 2013.
 - List of students dismissed/suspended and enrolled for Summer University sent to colleges.
 - New First-year students may view their Fall 2013 enrollment schedule in MaineStreet.
 - Seats reserved for First-year students released.
- July 8 - May 2013 graduation list finalized.
- July 15 - Deadline for Application for Degree for August graduation.
- July 26 - Lists for instructor updates for Fall 2013 distributed to departments.

Summer 2013 New Student Orientation

Education and Human Development	June 15-16, 23-24
Engineering/Engineering Technology	June 15-16, 21-22
Explorations	June 14-15, 22-23
Foundations	June 16-17, 21-22
Maine Business School	June 15-16, 21-22
Liberal Arts and Sciences	June 16-17, 22-23
Natural Sciences, Forestry and Agriculture	June 14-15, 23-24



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Written and Edited by Linda Reid

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Readers are encouraged to submit information or ask questions by contacting Linda Reid at 581-1318 or send email to linda@maine.edu

visit us online at studentrecords.umaine.edu