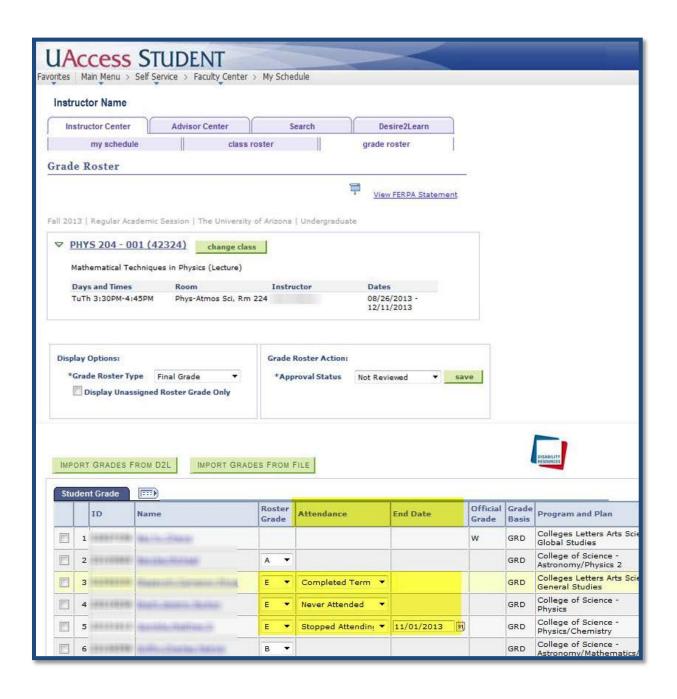
Final Grade Info New for Spring 2014

What's New? When the grade of E or F is awarded, instructors will be required to choose the reason the student received a failing grade.

Why? The Department of Education requires the Office of Scholarships and Financial Aid to report the last date of attendance for failing grades. In addition, the Veterans Administration requires the Office of the Registrar to report the same information for students using the GI Bill. Both federal agencies will use the reported last date of attendance to determine the percentage of money the student is entitled to keep or pay back. We must to this to be in compliance.

How? After awarding an E or F grade on the grade roster, you will be prompted to choose one of the following:

- ☐ Completed Term, Earned Failing Grade
- Never Attended
- ☐ Stopped Attending After MM/DD/YYYY



FAQs

Do I have to take daily attendance? No, the date of the last academically related activity is acceptable (paper, quiz, D2L/Blackboard logon).

What if I don't have an exact date? You can approximate by using the first of the month, the 15th or the last date of the month.

How do I enter the Last Date of Attendance? Enter the failing grade on the UAccess Grade Roster and then choose from the following 3 options:

- ☐ Completed Term, Earned Failing Grade,
- Never Attended,
- ☐ Stopped Attending After MM/DD/YYYY.

Can I still import grades using file import? Yes. If you use the comma separated value (csv) upload process, you will add an attendance code of either:

- ☐ C=student completed term, earned failing grade,
- N=student never attended, or
- ☐ S=student stopped attending after MM/DD/YYYY.

Failing grades will require the following csv format:

ID, Grade, Last Date of Attendance Code and Date if Required

Examples:

12345678,E,C 91011121,E,N 14151617,E,S,MM/DD/YYYY

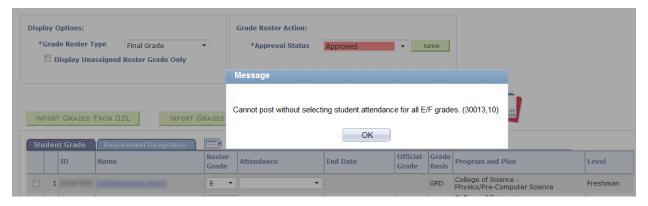
Passing grades will continue to require the following format:

ID,Grade

Examples:

12345678,B 91011121,A 14151617,C

Can I still import grades from D2L? The D2L import tool will continue to work but it will not include last date of attendance data because that information does not exist in D2L. The last date of attendance information will need to be updated on the UAccess grade roster after grades are imported. Once grades have been loaded into UAccess from D2L, you'll need to choose a student attendance value for each failing grade before you will be able to post grades.



Will I still get annoying email requests from the Registrar's Office and the Office of Scholarships and Financial Aid about a student's last date of attendance? No. These offices will now have immediate access to this information.