

# 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 do 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

**UAccess STUDENT**  
 Favorites | Main Menu > Self Service > Faculty Center > My Schedule

**Instructor Name**

Instructor Center | Advisor Center | Search | Desire2Learn

my schedule | class roster | grade roster

**Grade Roster**

[View FERPA Statement](#)

Fall 2013 | Regular Academic Session | The University of Arizona | Undergraduate

▼ **PHYS 204 - 001 (42324)** [change class](#)

Mathematical Techniques in Physics (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 3:30PM-4:45PM	Phys-Atmos Sci, Rm 224		08/26/2013 - 12/11/2013

**Display Options:**

\*Grade Roster Type: Final Grade  
 Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status: Not Reviewed [save](#)

[IMPORT GRADES FROM D2L](#) [IMPORT GRADES FROM FILE](#)

ID	Name	Roster Grade	Attendance	End Date	Official Grade	Grade Basis	Program and Plan
1	[blurred]				W	GRD	Colleges Letters Arts Sci Global Studies
2	[blurred]	A				GRD	College of Science - Astronomy/Physics 2
3	[blurred]	E	Completed Term			GRD	Colleges Letters Arts Sci General Studies
4	[blurred]	E	Never Attended			GRD	College of Science - Physics
5	[blurred]	E	Stopped Attending	11/01/2013		GRD	College of Science - Physics/Chemistry
6	[blurred]	B				GRD	College of Science - Astronomy/Mathematics/

# 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.

The screenshot shows the UAccess Grade Roster interface. At the top, there are 'Display Options' and 'Grade Roster Action' sections. The 'Display Options' section includes a dropdown for '\*Grade Roster Type' set to 'Final Grade' and a checkbox for 'Display Unassigned Roster Grade Only'. The 'Grade Roster Action' section includes a dropdown for '\*Approval Status' set to 'Approved' and a 'save' button. A 'Message' dialog box is overlaid on the interface, displaying the text: 'Cannot post without selecting student attendance for all E/F grades. (30013,10)'. Below the dialog box is an 'OK' button. At the bottom of the screenshot, a table is visible with columns: Student Grade, Requirement Designation, ID, Name, Roster Grade, Attendance, End Date, Official Grade, Grade Basis, Program and Plan, and Level. The first row shows a student with ID 1, Roster Grade E, and Program and Plan 'College of Science - Physics/Pre-Computer Science'.

**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.