**Final grade reporting process for instructors submitting an F grade.**

To comply with Federal Financial Aid regulations, protect the confidentiality of financial aid recipients, and provide timely response to students seeking financial aid in an upcoming term, adjustments have been made to the final grade reporting process in both AccessPlus and Blackboard Learn for students receiving an F for a course. To meet compliance requirements, all F grades entered in AccessPlus and Bb Learn require a comment indicating the reason for an F grade - F Earned, F Stopped Attending, or F Never Attended. F Stopped Attending requires the instructor to provide a Last Date of Attendance, which is the instructor’s best reasonable estimate for the last date of academic activity for the student.

* If the student completed the course, the F should be coded as F Earned.
* If no grades for any academic activity are evident throughout the semester and, to your knowledge, the student did not attend class, the F grade should be entered with the comment of F Never Attended.
* If the student stopped completing coursework and stopped attending the class, the F grade should be entered with the comment of F Stopped Attending. In this instance, you will also need to enter your best reasonable estimate for the last date of academic activity for the student. In AccessPlus the instructor will use the drop down boxes to enter the month and date of last attendance. In Blackboard Learn, the last date of attendance will default to the last day the student logged into the course through Blackboard. The instructor must change this date if the estimated last day of attendance is different.

The new grading requirements are effective for final grade reporting in Fall 2013 and forward.