---IMPORTANT---

New rules for entering a final grade of **F** in **ASAP**

➢ All final grades of "F" require a Grade Comment
  1. "Never Attended"
  2. "Stopped Attending Class"
  3. "Attended until end of term" (earned F through poor academic performance)

➢ Only the Grade Comment of "Stopped Attending Class" requires a Last Date of Attendance.

Final Grades

	Student Name	ID	myUTSA ID	Credits	Grade	Rolled	Incomplete Grade Submitted	Last Attend Date MM/DD/YYYY	Grade Comment	Registration Status	
1	Roadrunner, Fall	@01371004	gfh458	3.000	F	N	N		01-Never Attended	**Registered** Oct 15, 2013	✉
2	Roadrunner, New	@01365950	hwh554	3.000	F	N	N	10/01/2013	02-Stopped Attending Class	**Registered** Oct 15, 2013	✉
3	Roadrunner, Summer	@01371021	ofb035	3.000	F	N	N		03-Attended until end of term	**Registered** Oct 15, 2013	✉

Submit   Reset

➢ Examples of error messages

❶ You have errors on the page. Correct the errors to submit all grades for this record set.

Final Grades

	Student Name	ID	myUTSA ID	Credits	Errors	Grade	Rolled	Incomplete Grade Submitted	Last Attend Date MM/DD/YYYY	Grade Comment	Registration Status	
1	Roadrunner, Fall	@01371004	gfh458	3.000	Grade Comment (01, 02 or 03) required for this grade.	F	N	N		None	**Registered** Oct 15, 2013	✉
2	Roadrunner, New	@01365950	hwh554	3.000	Last date of attendance required for Grade Comment of 02 - Stopped Attending.	F	N	N		02-Stopped Attending Class	**Registered** Oct 15, 2013	✉
3	Roadrunner, Summer	@01371021	ofb035	3.000	You have entered a date in an invalid date format, must MM/DD/YYYY.	F	N	N	10012013	03-Attended until end of term	**Registered** Oct 15, 2013	✉

Submit   Reset