

## How to assign an attendance status for Final Grade of “F” or “NC” in MyBLUE

Financial Aid regulations have necessitated some changes to the Final Grade Rosters in MyBLUE when assigning the grade of “F” or “NC”. You will be required to submit an attendance status for each student receiving an “F” or “NC”. UNK does not require instructors to take attendance; however, the U.S. Department of Education requires under 34 CFR 668.22 that we document that financial aid recipients began attendance. Students who receive a failing grade because they stopped attending are considered unofficial withdrawals for financial aid purposes and UNK may be required to reduce their financial aid awards accordingly.

When assigning the grade “F”, “NC” or any grade that converts to “NC” on a Final Grade Roster, you will be **required** to also enter an “Attendance Status.”

Student Grade	ID	Name	Roster Grade	Official Grade	Attendance Status	Grading Basis	Program and Plan	Level
	1		F		Stopped Attending	GRD	Fine Arts & Humanities - Language Arts 7-12 Field	Junior
	2						Natural & Social Sciences - General Studies	Senior
	3					GRD	Fine Arts & Humanities - English/Spanish	Junior
	4					GRD	Natural & Social Sciences - General Studies	Sophomore
	5					GRD	Fine Arts & Humanities -	Senior

There are three options for Attendance Status that can be entered. **If you have questions or concerns regarding this requirement please contact the Director of Financial Aid, Mary Sommers at [sommersm@unk.edu](mailto:sommersm@unk.edu).**

- **Attended** –for those student who regularly attended class, but earned a grade of “F” or “NC.”

The screenshot displays the MyBLUE Grade Roster Entry interface. The page title is "Grade Roster Entry" and the breadcrumb trail is "Home / Faculty / Grade Roster / Grade Entry". A yellow warning box states "'enable tabs & links'. Unsaved data will be cleared." with an "enable tabs & links" button. The page is for Spring 2016 | Regular Academic Session | University of Nebraska Kearney | Undergraduate. The class selected is "ENG 304 - 01 (11063)" with a "change class" button. Below this is a table with columns: Days and Times, Room, Instructor, and Dates. The table shows: MoWeFr 12:20PM- 1:10PM, THMH 115, Megan E Hartman, 01/11/2016 - 05/05/2016. There are "Display Options" and "Grade Roster Action" sections. The "Attendance Status" dropdown in the "Student Grade" table is circled in red and shows "Attended".

ID	Name	Roster Grade	Official Grade	Attendance Status	Grading Basis	Program and Plan	Level
1		F		Attended	GRD	Fine Arts & Humanities - Language Arts 7-12 Field	Junior
2					GRD	Natural & Social Sciences - General Studies	Senior
3					GRD	Fine Arts & Humanities - English/Spanish	Junior
4					GRD	Natural & Social Sciences - General Studies	Sophomore
5					GRD	Fine Arts & Humanities -	Senior

- **Never Attended** – for those students who never attended class and therefore earned a grade of “F” or “NC” by not attending.

The screenshot displays the 'Grade Roster Entry' page in the MyBLUE system. The interface includes a navigation menu on the left with options like Home, Advisees, Courses, Faculty, My Class Rosters, My Grade Rosters, Faculty Schedule Search, User Preferences, Incomplete Grades, and Tools. The main content area shows the course 'ENG 304 - 01 (11063)' with a 'change class' button. Below the course name, the title 'Grammar I (Lecture)' is displayed. A table provides details: Days and Times (MoWeFr 12:20PM-1:10PM), Room (THMH 115), Instructor (Megan E Hartman), and Dates (01/11/2016 - 05/05/2016). There are also sections for 'Display Options' (Grade Roster Type: Final Grade, Display Unassigned Roster Grade Only) and 'Grade Roster Action' (Approval Status: Not Reviewed, save). At the bottom, a 'Student Grade' table is visible with columns: ID, Name, Roster Grade, Official Grade, Attendance Status, Grading Basis, Program and Plan, and Level. The first row shows a student with a grade of 'F' and an attendance status of 'Never Att', which is circled in red.

ID	Name	Roster Grade	Official Grade	Attendance Status	Grading Basis	Program and Plan	Level
1	[REDACTED]	F		Never Att	GRD	Fine Arts & Humanities - Language Arts 7-12 Field	Junior
2	[REDACTED]				GRD	Natural & Social Sciences - General Studies	Senior
3	[REDACTED]				GRD	Fine Arts & Humanities - English/Spanish	Junior
4	[REDACTED]				GRD	Natural & Social Sciences - General Studies	Sophomore

- Stopped Attending** – for those students who attended class at some point, but stopped attending the class, and therefore are receiving a grade of “F” or “NC.” You must indicate a **Last Day of Attendance** (For these purposes, attendance is otherwise known as “academic attendance” or “attendance at an academic-related activity” and is *defined in the law* to include, but not be limited to the following: “(1) physically attending a class where there is an opportunity for direct interaction between the instructor and students, (2) submitting an academic assignment, (3) taking an exam, an interactive tutorial, or computer-assisted instruction, (4) attending a study group that is assigned by the institution, (5) participating in an online discussion about academic matters, and (6) initiating contact with a faculty member to ask a question about the academic subject studied in the course.”)(34 CFR 668.22). *If you are uncertain about the date of last academic activity, please mark “Never Attended.”*

- Home
- Advisees
- Courses
- Faculty
- My Class Rosters
- My Grade Rosters
- Faculty Schedule Search
- User Preferences
- Incomplete Grades
- Tools

# Grade Roster Entry

Home / Faculty / Grade Roster / Grade Entry

Print Help

Grammar I (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 12:20PM-1:10PM	THMH 115	Megan E Hartman	01/11/2016 - 05/05/2016

Display Options:

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

Grade Roster Action:

\*Approval Status: Not Reviewed

Student Grade

ID	Name	Roster Grade	Official Grade	Attendance Status	Last Date of Attendance	Grading Basis	Program and Plan	Level
1	[Redacted]	F		Stopped A	04/05/20	GRD	Fine Arts & Humanities - Language Arts 7-12 Field	Junior
2	[Redacted]					GRD	Natural & Social Sciences - General Studies	Senior
3	[Redacted]					GRD	Fine Arts & Humanities - English/Spanish	Junior
4	[Redacted]					GRD	Natural & Social Sciences - General Studies	Sophomore
5	[Redacted]					GRD	Fine Arts & Humanities - Language Arts 7-12 Field	Senior