Non-Attendance Grading in myBama

Due to federal financial aid regulations, when a grade of F is assigned, instructors will now be required to select a reason for the grade. There are three possible reasons for grades of F: Earned, Never Attended or Stopped Attending. myBama will not allow grades to be submitted until all F grades have been assigned a reason. When a grade of F is selected, a drop-down box will appear in the F/NC Grade Reason column. Click “more information on the Non-Attendance Grading requirements” to be taken to the UA Registrar website.

When submitting Midterm or Final grades in myBama, grades are assigned by clicking the Grade drop-down selector by the appropriate name.
When a student receives a grade of F, a drop-down box will appear in the F/NC Grade Reason column.

Select the reason for the grade of F. The choices are Earned, Never Attended and Stopped Attending.

If the F was earned, select Earned. If the student never attended, select Never Attended. If the student stopped attending your course during the semester, select Stopped Attending.

When Stopped Attending is chosen, the Last Attended Date box will appear. Enter the last date the student attended in this box in the MM/DD/YYYY format. The date entered must be within the range of start and end dates for the semester you’re grading.

If you do not enter a date in the Stopped Attending column, or if you do not enter a reason for the F grades, you will get a notice when you attempt to submit the grades. The notice will read: “Grades of F/NC require a reason to be selected in the F/NC Grade Reason column. Please correct the highlighted row(s).”

When you click OK, the fields that need more data will be highlighted in red.
Supply the required information, and resubmit the grades, and your grades will be accepted.

For more information, contact the Faculty Resource Center at 205.348.3532
or frc@ua.edu
or visit our website at http://frc.ua.edu.

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