Description: Federal Financial Aid requires that institutions establish last dates of attendance for all "F" grades. When assigning "F" grades please enter the Last Attend Date.

- ✓ If the student attended the class but stopped out, enter the last day the student was in class.

- ✓ If the student never attended the class, use the first day of class as the Last Attend Date.

- ✓ If the student attended the class and earned an F, use the last day of classes as the Last Attend Date.

MyInfo > Faculty Services > Faculty Grade Entry

- Select "F" from Final Grade drop-down menu.

- Enter the Last Attend Date. The date must be in MM/DD/YYYY format. Example: September 25th, 2021 must be entered as 09/25/2021. You may also use the date picker icon to select the date from a calendar.

- Click *Save* to finalize grades.

- If Last Attend Date is not entered or is not entered in the correct format an error will display in the message center located in the upper righthand corner of the page.