

## **Mid-term and End of Semester Grade Reporting**

Mid-semester down grades are reported for students via the MyAU portal.

Faculty have a **CHOICE** whether to provide letter grades for student not making down grades or to report a grade of **NR** (Not reported). **PLEASE NOTE: NR grades are ONLY used for mid-term grade reporting, never for final grade reporting.**

At the end of the semester, only students who have failed courses due to stopping attendance before the last drop date needs to have a last attendance date reported. The following options are available to faculty to report.

<b><u>Grade Reported</u></b>	<b><u>Meaning of this grade</u></b>	<b><u>Grade on Transcript</u></b>
F	Earned failing grades	F
FN	Failed due to never attended	F
FA	Failed due to stopped attending before the last withdrawal date of the semester	F

If a grade of 'F' or 'FN' is assigned, you are finished reporting grades.

If a grade of 'FA' is assigned, you must enter **the last date of attendance for the student.**

**Thank-you for your kind assistance.**