

The “Z” Grade:

I have students who are failing my class due to discontinued attendance. What grade should I submit via myWSU? You should submit a “Z” grade.

What is a “Z” Grade ([see Rule 901](#))?

- The “Z” grade, approved by the Faculty Senate to be effective fall 2015, should be used when a student will **fail** a class **due to discontinued attendance without withdrawal**.
- The “Z” grade provides the last day of attendance which is essential for accurate federal reporting requirements related to student financial aid and Veterans benefits.
- When the last day of attendance is not available, the date of the last exam or assignment recorded should be submitted instead.
- The “Z” grade is for internal use only and is not visible to the student. It appears and functions as an F rather than as a Z on the transcript. Only the “F” grade is visible to the student.

Z Grade General Guidance:

- ✓ Assign students who are failing due to discontinued attendance a “Z” grade and enter the last day of attendance on the grade roster.
- ✓ If a student has never attended then enter the first day of the term as the last day of attendance.
- ✓ “Z” grades may be uploaded on a CSV file but once uploaded the instructor must enter the last date of attendance for each “Z” grade on the roster in order to save the grade roster.
- ✓ If the last date of attendance is not entered when you save the grade roster an error message stating “Last Date of Attendance is required” will display and the fields requiring completion turn red and are highlighted. Enter the last day of attendance and save the grade roster.
- ✓ **The “Z” grade will display on the student’s transcript as an “F” grade.**

Z Grade Instructions:

In the Final Grade Roster only, instructors are able to choose the ‘Z’ grade from the drop down box. The Z grade is not available for midterm grading.

The screenshot shows the myWSU grade roster interface. At the top, there is a header for the course: [HUM] Art and Society (Lecture). Below this, there is a table with columns: Days and Times, Room, Instructor, and Dates. The table shows: MoWeFr 1:10PM-2:00PM, Wilson-Short Hall 13, and dates 08/24/2015 - 12/11/2015.

Below the table, there are two sections: "Display Options" and "Grade Roster Action". In "Display Options", the "*Grade Roster Type" dropdown menu is set to "Final Grade" and is circled in red. There is also a checkbox for "Display Unassigned Roster Grade Only". In "Grade Roster Action", the "*Approval Status" dropdown menu is set to "Not Reviewed" and there is a "save" button.

Below these sections is a table titled "Student Grade". The table has columns: ID, Name, Roster Grade, Official Grade, Program and Plan, and Level. The "Roster Grade" column has a dropdown menu that is open, showing options: A, A-, B, B+, C, C+, C-, D, D+, F, I, X, and Z. The "Z" option is circled in red. The "Official Grade" column is empty for all rows. The "Program and Plan" and "Level" columns contain information for each student.

ID	Name	Roster Grade	Official Grade	Program and Plan	Level
1				Undergraduate Degree-Seeking - Elementary Education	Freshman
2				Human Development, BA - Human Development	Junior
3				Undergraduate Degree-Seeking - Health and Fitness	Freshman
4				Undergraduate Degree-Seeking - Health and Fitness	Sophomore
5				Undergraduate Degree-Seeking - Sport Management	Junior
6				Undergraduate Degree-Seeking - Nursing	Freshman
7				Undergraduate Degree-Seeking - OLD Criminal Justice	Sophomore

Once a Z grade is entered, the instructor will be able to enter a 'Last Date of Attendance':

[HUM] Art and Society (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 1:10PM-2:00PM	Wilson-Short Hall 13		08/24/2015 - 12/11/2015

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

Grade Roster Action: *Approval Status: Not Reviewed

ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Last Date of Attendance
1		Z		Undergraduate Degree-Seeking - Elementary Education	Freshman	
2				Human Development, BA - Human Development	Junior	
3				Undergraduate Degree-Seeking - Health and Fitness	Freshman	
4				Undergraduate Degree-Seeking - Health and Fitness	Sophomore	
5				Undergraduate Degree-Seeking - Sport Management	Junior	
6				Undergraduate Degree-Seeking - Nursing	Freshman	
7				Undergraduate Degree-Seeking - OLD Criminal Justice	Sophomore	
8				Undergraduate Degree-Seeking - Business	Freshman	
9				Undergraduate Degree-Seeking -	Sophomore	

Calendar: September 2015. Date 09/14/2015 is selected.

Both the Z grade and the last date of attendance date are needed to submit/save the grade roster:

[HUM] Art and Society (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 1:10PM-2:00PM	Wilson-Short Hall 13		08/24/2015 - 12/11/2015

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

Grade Roster Action: *Approval Status: Not Reviewed

ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Last Date of Attendance
1		Z		Undergraduate Degree-Seeking - Elementary Education	Freshman	09/14/2015
				Human Development, BA -		

Once submitted, the Z grade will convert to an F grade. See the 'Converted Roster Grade' column.

Change class

[HUM] Art and Society (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 1:10PM-2:00PM	Wilson-Short Hall 13		08/24/2015 - 12/11/2015

Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Not Reviewed

save

Student Grade		ID	Name	Roster Grade	Converted Roster Grade	Official Grade	Program and Plan	Level	Last Date of Attendance
<input type="checkbox"/>	1			Z	F		Undergraduate Degree-Seeking - Elementary Education	Freshman	09/14/2015
<input type="checkbox"/>							Human Development. BA -		