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.**

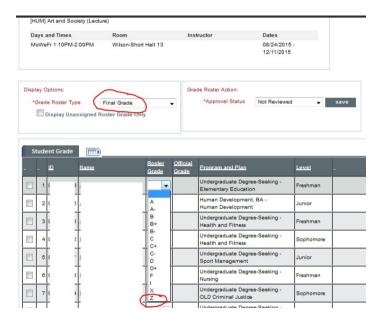**What is a "Z" Grade (see Rule 90l)?**

- 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.
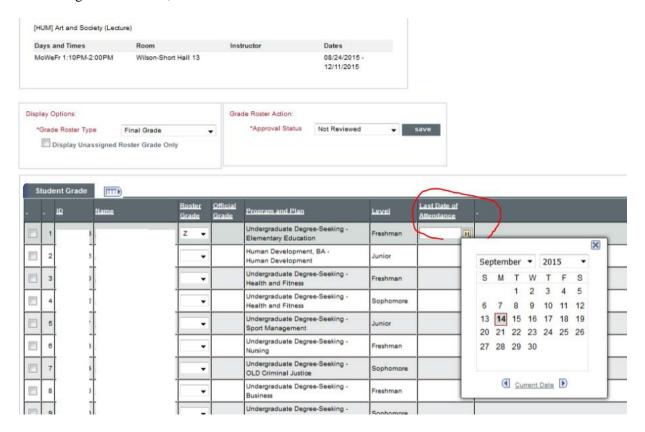
Z Grade General Guidance:

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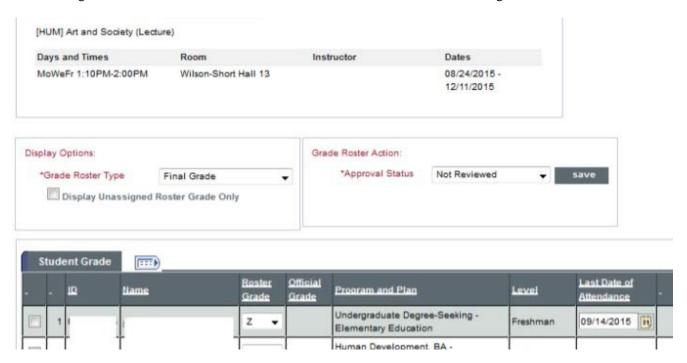
      In the Final Grade Roster only, instructors are able to choose the 'Z' grade from the drop down box.
The Z grade is not available for midterm grading.

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

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

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

[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	
☐	1			Z ▼	F		Undergraduate Degree-Seeking - Elementary Education	Freshman	09/14/2015 📅	
☐							Human Development, BA -			