MEMORANDUM

TO: ALL STUDENTS
FROM: OFFICE OF THE REGISTRAR
SUBJECT: SPRING GRADES
DATE: APRIL 3, 2019
CC: 

Have you stopped attending a course? Did you submit a signed withdrawal card to the Registrar to drop the class? If you stopped attending your course and did not officially withdrawal, your professor may have already reported your non-attendance, resulting in a grade of “Z” on your transcript.

What is a “Z” grade? A “Z” grade is calculated in a GPA just like an “F”, and stands for “Failure for Non-Attendance.”

I have a “Z” grade, now what? It is not too late to officially withdraw from a class and have a “Z” grade replaced with a “W” which is not calculated into a GPA.

What is my next step? You will need to get the correct signatures on a Course Withdrawal Card. The card must be completed with all signatures and delivered to the Office of the Registrar in Lyle Hall by Friday, April 5 (4:30 p.m. deadline) to have the “Z” grade removed. Late withdrawals will not be accepted.

After this withdrawal period ends, students remaining enrolled in courses will receive grades as earned.