INSTRUCTIONS FOR REPORTING GRADES

REGISTRAR’S OFFICE
Old Main 230

1. You may submit your final grades in one of two ways:
   - **Web for Faculty**
   - Use a printed grade roster and return it to your department administrative assistant or directly to the Registrar’s Office, OM 230, fax (360) 650-7327. Administrative assistants can print grade rosters.

2. Acceptable grades are A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, Z (failure due to unofficial withdrawal), P, NP, S, U, and K (incomplete). **Please note: there is no grade of A+.** If "S" is indicated in the "Gmod" (Grade Mode) column, only grades of S, U, or K are acceptable. If "P" is indicated, only grades of P, NP or K are acceptable. If "L" is indicated, only grades A-F, Z and K are acceptable. Be certain to follow the correct grading mode (A-F or S/U) for your course. **For example, do not submit a B for an S/U graded course or an S for an A-F course.** Information regarding grade reporting can be found in the University Catalog.

3. **You must enter a grade for each student listed.** If you do not have a record of attendance for a given student or if the student has disappeared from your class without withdrawing, the normal entry would be "Z" (A-F graded courses), "U" (S/U graded courses), or "NP" (P/NP graded courses), failure due to non-attendance. Please see the catalog for University Academic Policies and click on the link Grades and Grade Reporting.

4. If a student has attended your class but is not listed on the grade roster, please write in the student's name, student number, and grade on your roster. If a student is listed as withdrawn on your roster, but has completed the course, please write a grade behind the SW. For those of you submitting courses on the Web, you can email marcia.merth@wwu.edu with the student’s name, student number, course, and grade. Also indicate in the memo that the student was listed as withdrawn on your grade roster.

5. If you submit grades on the printed roster, you may sign anywhere on the grade roster.

6. Please keep a copy of the roster for your records. A copy must be delivered to the Registrar’s Office, either personally or by the departmental secretary, **no later than noon, the Tuesday, following finals week.** As grades are keyed individually, early submission is desirable.

7. A final grade can be changed only if an error was made in calculating the grade. It is not proper to allow a student to do extra work to improve the grade after the end of the quarter. **Grade changes and missing grades** should be forwarded to Marcia Merth, marcia.merth@wwu.edu. (Please use your campus email address.) **K removals** should be forwarded to Laura Jensen, Laura.Jensen@wwu.edu. Please include a student ID for each change.