

## SPRING 2012 GRADE SUBMISSION

### DEADLINE IS

**Thursday, May 17<sup>th</sup> at 11:59pm**

**Grades are submitted online using myOswego [www.oswego.edu/myoswego](http://www.oswego.edu/myoswego)**

Grades can be submitted from any computer with Internet access.  
myOswego is available **seven days a week**, generally from 4:00 AM until Midnight.

New instructors who do not yet have a myOswego account can get one by visiting [www.oswego.edu/registrar](http://www.oswego.edu/registrar), printing the authorization form under "Accessing your myOswego Account" and submitting in person (Culkin 301) or via fax (315-312-3167).

**Please check your Oswego email** (or have it forwarded to one you do check) – this is how instructors will be contacted if there are any issues with grade submission.

#### GRADING PROCEDURES:

Select the students' grades from the dropdown menu. Only the grades applicable to your class-grading mode will be shown. **All students on the class list must have a grade submitted.**

Students who **officially withdrew from college** after the drop period will display with a grade of 'WN'. You may choose to enter a grade. These will be converted to 'WP' or 'WF'.

Leave "Last Attendance Date" and "Attended Hours" fields blank unless one of the following applies:

- 1) The student **never attended** class and did not withdraw.
  - Assign an E grade.
  - Enter the date prior to the first class meeting date in the "Last Attend Date" field.
  - Enter "0" in the "Attend Hours" field.
- 2) The student **stopped attending** class and did not withdraw.
  - Assign the grade they earned in the course for the entire semester.
  - Enter the last day you remember seeing them in class in the "Last Attend Date" field.
  - Leave the "Attend Hours" field blank.
- 3) The student **attended all session and earned a grade of E.**
  - Enter 05/04/2012 in the "Last Attend Date" field.

**\*\*\*\*\*Remember to press SUBMIT!\*\*\*\*\***

When needed, you can use the HELP screens in myOswego for more information. For technical issues, contact the help desk at x3456. Other questions? Contact the Registrar's Office at x2180 or x3614. Registrar's Office hours are 8:00AM-4:30PM Monday-Friday.

## 1. REFERENCES

Undergraduate Catalog, (see Late Withdrawal Policy)

Graduate Catalog, (see Late Withdrawal Policy)

## 2. FINAL GRADES

undergraduate

Faculty are to assign letter grades to indicate the quality of achievement for

and graduate students as follows:

LETTER GRADE		INSTRUCTIONS
A, A-	Outstanding	None
B+, B, B-	Above Average	None
C+, C, C-	Average	None
D+, D, D-	Below Average	None (Not applicable for graduate courses)
E	Failure	None
H	High Honors	Used only for internships
S	Satisfactory	Only for courses where the S/U grading mode has been approved
U	Unsatisfactory	Only for courses where the S/U grading mode has been approved
P	Passing	A student who has chosen to take an elective course on a Pass-Fail basis
F	Or Failure	is to be assigned a grade of "A", "B", "C", "D" or "E" just as is s/he did not choose the option. (The Faculty member teaching the course is not supposed to know that the student has chosen the option)
I	Incomplete	Used only when a student is unable to complete course requirements for reasons beyond his/her control.
Z	NOT GRADED	No grade submitted by the Instructor.
IP	In progress	Only for courses where the IP grading mode has been approved.
WN	Withdrew no grade	
WP	Withdrew passing	
WF	Withdrew failing	
*	Not graded for credit	
NG	No grades transcribed this semester	

### Quality Point System (or Grade Point Average)

Letter Grade	Quality Points for Each Semester Hour
A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.0
D-	0.67
E	0.00

No other grades carry quality point value.