

FINAL GRADING PROCEDURES: Spring 2008

IMPORTANT:

Grading Deadline: 11PM, Thursday, May 22, 2008

All grades must be submitted via the secure myOswego.
Grades may **Not Be Submitted** via final standing sheets, fax or mail.

Be sure to check your Oswego email (or have it forwarded to one you do check).
We will be emailing instructors with grading problems daily.

OFFICE HOURS ARE 8AM-4:30PM Monday-Friday.

WEB FINAL GRADING PROCEDURES:

The web system is available seven (7) days a week, 7:30 am to 11:00 pm.

- You will need a valid myOswego account: Go to "Accessing your myOswego Account" (www.oswego.edu/registrar), print the authorization form and send it or fax it in to us.
- You can submit grades from any computer that has Internet access. The Internet Explorer browser works best for grade submission. **DO NOT** use the AOL browser. You can use AOL as your service provider, but you will need to use Netscape or Internet Explorer to enter your grades.
- The HELP screens in myOswego will give you more detailed information. If you have any questions please contact our office at x2180, x3614, or x2136.
- 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.**
- Leave "Last Attendance Date" and "Attended Hours" blank (with exceptions described below).
- **When you finish entering grades, remember to click Submit Grades.**

Grading exceptions:

- 1) Students who **officially withdrew** from college after the drop period have a note stating "Withdrawn" in the "Reg. Status/Date" field. Use the drop down grades available and give these students the grade they were receiving at the time of withdrawal. If, at the time of withdrawal, no grade was established, choose "N". Please note: The system will translate the letter grades into the appropriate grade, WP (withdrew passing), WF (withdrew failing), WN (withdrew with no grade established).
- 2) Students who **never attended** class and did not withdraw should be given the appropriate grade for the course (E). Put the first day of the semester in the "Last Attend Date" field (i.e. 01/24/2008 for Spring 2008) and put "0" in the "Attend Hours" field.
- 3) Students who **stopped attending** class and did not withdraw should be given the grade they earned in the course for the entire semester. Put the last day you remember having them in your course in the "Last Attend Date" field and leave the "Attend Hours" field blank.

New for Spring 2008

- 4) If a student attended class all semester and earned an E grade, please put the last day of your class in the "Last Attend Date" field.

1. REFERENCES

Undergraduate Catalog, (see Late Withdrawal Policy)

Graduate Catalog, (see Late Withdrawal Policy)

2. FINAL GRADES

Faculty are to assign letter grades to indicate the quality of achievement for undergraduate 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 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)
F	Or Failure	
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