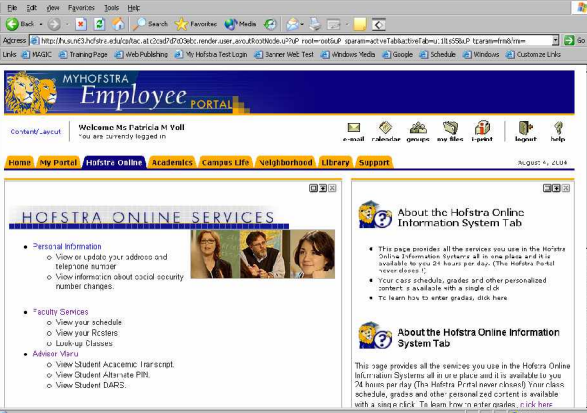
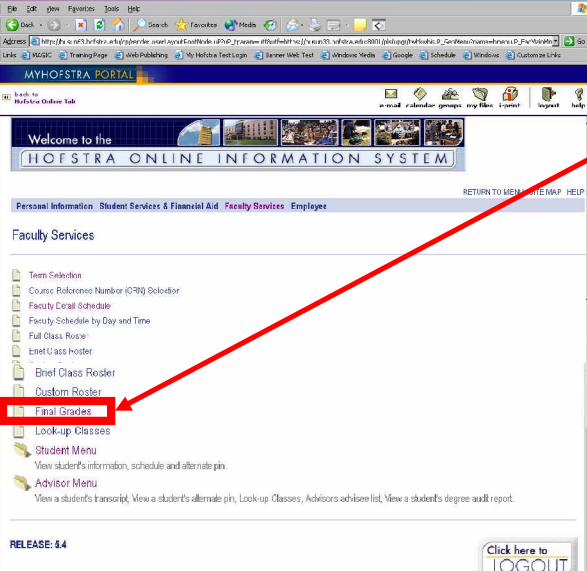
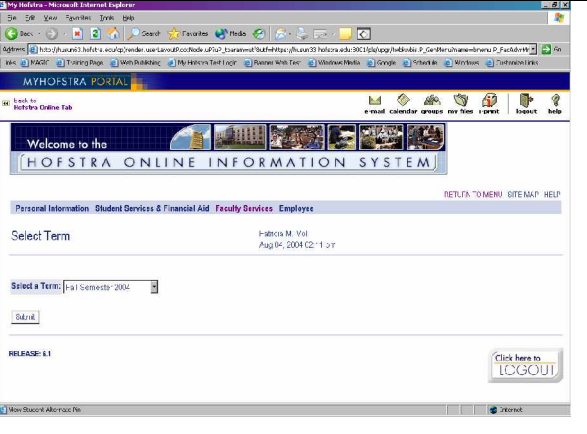
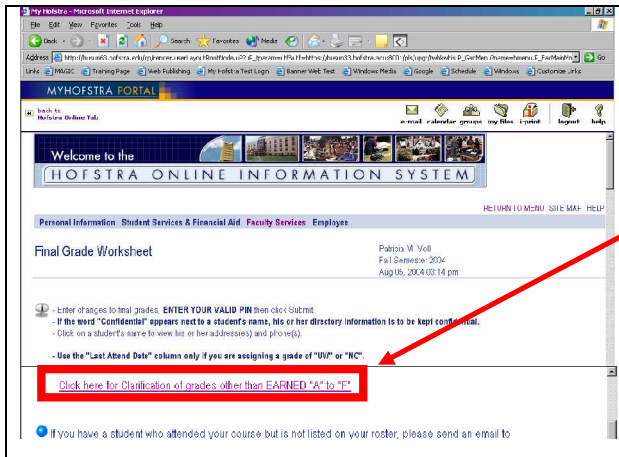


FINAL GRADING

Form/Function	Step	Procedure
	1)	To enter grades, click Faculty Services Menu within the Hofstra Online tab of the MY HOFSTRA portal.
	2)	From the Faculty Services Menu, choose the Final Grades Option.
	3)	<p>If you have not already selected a semester and CRN, you will be prompted to do so.</p> <ul style="list-style-type: none"> • Click the drop-down arrow, • Highlight and click on the appropriate choice and • Click the SUBMIT box.

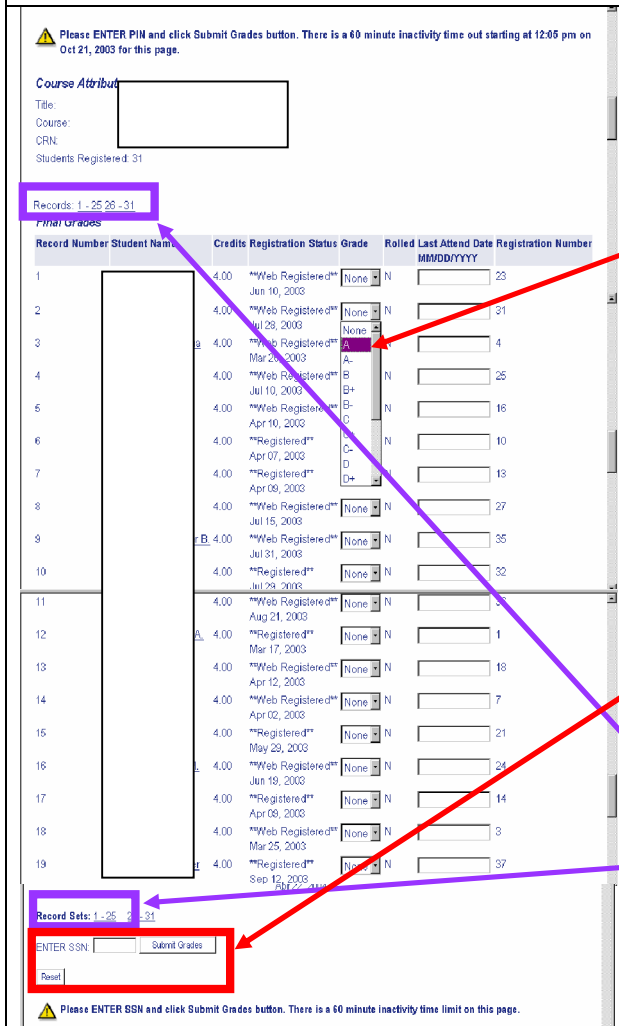


4)

The Final Grades Worksheet will appear for the CRN you have chosen.

For a clarification of grades other than "A" through "F", click on the link provided.

"UW" and "NC" grades require a Last Attend Date. See the Addendum for further details.



5)

Scroll down the Final Grade Worksheet to display session and student information.

To enter grades, click on the drop-down menu for each student and highlight and click on the desired grade. Do not enter a "Last Attend DATE" (MM/DD/YYYY) unless you are entering a "UW" or "NC" grade.

Remember, there is a 60-minute inactivity timeout.

When you are finished entering grades for students on this page, enter your Social Security number and click the SUBMIT GRADES box.

If the class consists of more than 25 students, there will be a link to the next sequence of students. Enter your Social Security number and click on the link to move from page to page of students.

You can revise a grade online and resubmit until the grades are marked "Rolled." Once a grade of any kind is Rolled, it can be changed by submitting a paper-based "Grade Change Form" in accordance with university procedures.

ADDENDUM

NEW GRADE CODES

Beginning with the fall 2003 semester, the new grade code "UW" and "NC" accompanied by a Last Attend Date may be assigned as follows:

"NC" – No Credit: The student's course performance is such that no credit is granted and the instructor's evaluation will not allow the student to take an incomplete because there is insufficient evidence to assign a grade. "NC" can only be assigned after at least 60% of the course work has been presented to the student. The 60% time frame is related to returnable Title IV funds. FACULTY ASSIGNING A "NC" MUST PROVIDE A LAST DATE OF ATTENDANCE (LDA). To some extent the "NC" designation is interchangeable with the "UW" designation. One distinction is that for the "UW" designation the student has clearly stopped coming to class whereas for the "NC" designation the student may still be coming to class. However, the "NC" designation indicates that the instructor has insufficient evidence to assign a grade.

"UW" - Unofficial withdrawal: The student stopped coming to class and has not officially withdrawn (i.e., has not formally filled out the necessary paperwork in the Office of Student Accounts). "UW" should only be assigned if the student has attended less than 60% of the time. FACULTY ASSIGNING A "UW" MUST PROVIDE A LAST DATE OF ATTENDANCE (LDA). To some extent the "UW" designation is interchangeable with the "NC" designation. One distinction is that for the "UW" designation the student has clearly stopped coming to class whereas for the "NC" designation the student may still be coming to class.