

Grade Scale

A = 4.0

B = 3.0

C = 2.0

F = 0

I = Incomplete; No Numerical Value

S = Satisfactory Performance; No Numerical Value

P = Satisfactory Performance; No Numerical Value

NP = Unsatisfactory Performance, No Numerical Value

PR = In Progress

U = Unsatisfactory Performance; No Numerical Value

W = Withdraw; No Numerical Value

WF = Withdraw Failing = 0

Z = Incorrectly Recorded or Grade Not Recorded; No Numerical Value

Instructions for Entering Grades in GSBS Courses

1. Login to MyHSC with your EUID and password. If you have chosen to sync your passwords into a single login, this will be the same as your e-mail login and password.
2. Click on the tab that is labeled "HSC Faculty."
3. Click on the link for "Faculty Center"
4. Verify that the top of the page now lists the semester for which you want to post grades. If it does not, click on the icon labeled "Change Term" and select the correct term.
5. Click on the radial button next to "Only classes with enrollment." The list you see will now change to be only those courses that you need to grade.
6. In the first column of the table that appears, you should see two icons next to each course number. Clicking the first icon will take you to the *class* roster. Clicking the second icon will open the *grade* roster. Click on the grade roster icon.

NOTE: You may think the process is intuitive from here but please keep reading anyway. It is usually in the following steps that mistakes are made!

7. On the grade roster that appears, enter the grade in the blank to the right of each student's name.

Satisfactory (S) or Unsatisfactory (U) are the only valid grades for the following courses: Individual Research (BMSC 5998 and 6998), Internship Practicum (BMSC 5697), Thesis (BMSC 5395), and Doctoral Dissertation (BMSC 6395). Receiving an Unsatisfactory grade in any of these courses automatically places the student on probation. Letter grades are assigned to Internship Practicum (BMSC 5697), Thesis (BMSC 5395), and Doctoral Dissertation (BMSC 6395) **ONLY** in the semester of graduation.

Letter grades are assigned to Internship Practicum (BMSC 5697), Thesis (BMSC 5395), and Doctoral Dissertation (BMSC 6395) **ONLY** in the semester of graduation. To make this easier, please note that students who have completed their final defenses have been graded based on the Report of Final Comprehensive Exam (Defense) which includes a letter grade assignment determined by the committee.

8. **VERY IMPORTANT:** Once you have assigned a grade to each student, go back to the top of the screen and change Approval Status to "Approved." Click on the "Save" icon.

9. Click on the "Return" icon to return to your list of courses.

10. Repeat the above steps until you have assigned grades for all courses.