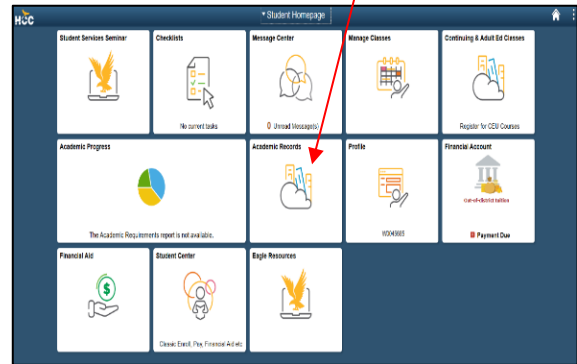# HOUSTON COMMUNITY COLLEGE
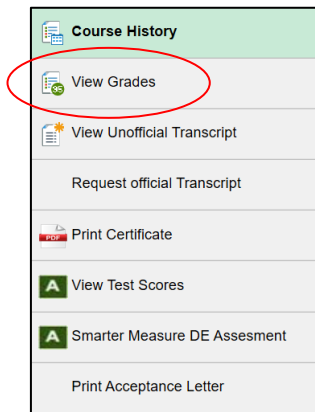
Spring 2020 Grading Steps

① Sign in to HCC Student System

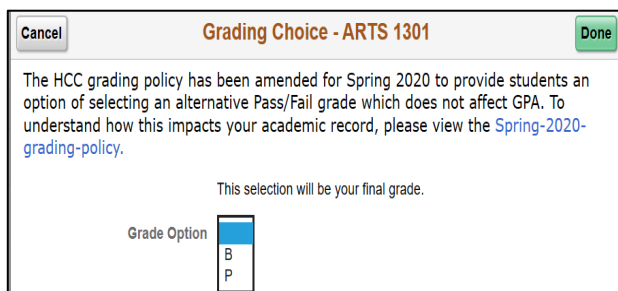### ② Select Academic Records Tile

③ Select View Grades

④ Select Grading Option

➤ Courses that qualify for the Grade Option for Spring 2020 term will display the choice to "**Select Grading Option.**"
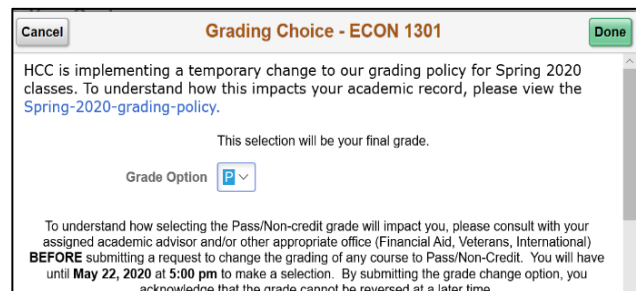

⑤ Choose Grade Option

➤ Choose your grade option and click "**Done**" or click "**Cancel**" to keep assigned grade.

⑥ Acknowledge Statement

➤ Once the **Grade Option** is made, the impact and acknowledge statement is displayed.

⑦ Positive and Negative Consequences of the Options

Positives	Negatives
Reduces the stress related to course grade.	Students experience "normal" course grade stress.
Pass/Fail is neutral to your GPA.	Does not help students in most health science programs like nursing, public safety and other disciplines that require a specific grade in each course in order to meet certification/licensure requirements.
Often strengthens your willingness to continue in a challenging course.	Does not help your GPA. You must have a 2.0 to graduate.
Shows your knowledge of subject met minimal standards.	For students on probation, your GPA stays the same. You do not improve your GPA and are not able to get off probation.
	Does not help students in majors that require a specific grade to be earned before advancing to the next course (e.g. health sciences).
	Does not accurately show how well you mastered the content.
	Conversion to a letter-based grade at a later date is not possible.

⑧ View My Grading Selection

➢ After your selections are made, "Select Grading Option" will change to "**View My Grading Selection**" next to each class.

Note: The original letter grade will continue to display on the View Grades panel as illustrated below.

View Grades

Term GPA **3.000**		›
Cumulative GPA **2.200**		›
		1 row

Class	Description	Units	Grading	Grade	Grade Points	Select Grading Option
HIST 1301	United States History I	3.00	Graded	B	9.000	View My Grading Selection

⑨ Verify Grading Choice

➢ View My Grading Selection

Cancel	**Grading Choice - MATH 1324**	Done

HCC is implementing a temporary change to our grading policy for Spring 2020 classes. To understand how this impacts your academic record, please view the Spring-2020-grading-policy.

This selection will be your final grade.

Grade Option [P ▾]

⑩ View Grades

➢ After the grading process job is run at 5 pm on May 22, students who selected the Pass/Fail Option will see Pass or Fail under the Grade column.
➢ Students who did not select the Pass/Fail Option will see their grade in the Grade column.

View Grades

Term GPA **0.000**		›
Cumulative GPA **2.500**		›
		5 rows

Class	Description	Units	Grading	Grade	Grade Points	View My Grading Selection
ACCT 2301	Prin of Financial Accounting	3.00	Pass / Fail	P	6.000	View My Grading Selection
EDUC 1300	Learning Framework	3.00	Pass / Fail	NCR		View My Grading Selection
GEOL 1403	Physical Geology	4.00	Pass / Fail	P	8.000	View My Grading Selection
GOVT 2305	Federal Government	3.00	Pass / Fail	P	6.000	View My Grading Selection
MATH 1325	Calculus for Bus. & Soc.Sci.	3.00	Pass / Fail	P	6.000	View My Grading Selection

Created by Annette Lott, Enrollment Management-Central