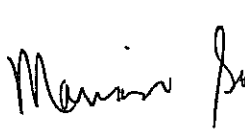


Memo

To: All Faculty
From: Marian Sofish 
University Registrar, ext. 2012
Date: December 4, 2007
Re: Fall 2007 Grading Information

Fall semester 2007 grade rosters will be available via Faculty Self Service beginning at 8:00am on Tuesday, December 11, 2007. The grade submission date based on the Fall 2007 Academic calendar is Friday, December 21, 2007, which will serve as our preliminary grading deadline. Grades in an approved status by 12:00PM on December 21 will be posted and available on MySJSU for students to view. The final deadline for late postings will be at 11:59PM on Tuesday, January 1, 2008. Web access to post grades will be cutoff after this final deadline. Please submit grades as promptly as possible to avoid missing these deadlines.

Once your grade roster has been posted, you will not be able to make grade changes electronically. In the event that you discover an error in the assignment of a final grade that has already been posted, you will need to complete and submit a Student Grade Update form to the Office of the Registrar. Grade changes require instructor and department chairperson approval.

Also, late grade rosters past the January 1 deadline will have to be submitted to the Registrar's Office. The instructor must print a copy of the electronic grade roster, mark the grades, and sign/date the paper copy. Please include contact information (e.g., email or phone number) for any questions regarding the roster.

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Incomplete grades from Fall 2006 are also due on December 21. Instructors should also use the Student Grade Update form to submit the change of grade to our office.

For navigation to the SJSU portal and the faculty self-service, the CMS help desk will also be able to assist you with your questions. If you have forgotten your password or you are a new faculty needing a password to log into the Faculty Self Service, please email the help desk at CMShelp@sjsu.edu.

The links to the Navigation Instructions on how to post grades are available at the Registrar's and the CMS websites:

http://www.sjsu.edu/registrar/services/faculty_staff/

http://www.sjsu.edu/mysjsu/employees/faculty_ss_help/rosters_grades/

To assist our faculty in the web grading process, we have scheduled grading labs in the CMS Training Lab in Clark Hall, 5th floor. The schedule is as follows:

Wednesday, December 12	1 pm – 4pm
Thursday, December 13	9 am – 12pm
Tuesday, December 18	1 pm – 4pm
Wednesday, December 19	9 am – 12 pm
Thursday, December 20	1pm – 4pm
Friday, December 21	9 am – 12pm

Subsequent to the grades submission deadline of December 21, the Registrar's office will run the academic standing process in compliance to Executive Order 823's policy on probation and disqualification. Academic standing will post on transcripts by Wednesday, January 9, 2008.

If you have any grading questions, please contact me at 408-924-2012, 408-595-5007 or msofish@sjsu.edu or Dora Ozawa dozawa@sjsu.edu at 408-204-3306 or Joni Talley, jtalley@sjsu.edu at 408-924-2090.

On behalf of the Registrar's staff, I would like to extend, to all, our season's greetings!