

Office of the Registrar

Fall 2010 Grading Bulletin

This communication contains information pertaining to the Fall 2010 grade submission deadlines for regular and special session classes, Fall 2009 and prior terms Incomplete grades, change of grade forms, CMS HelpDesk hours, Login/password renewal, and grading labs.

IMPORTANT DATES AND DEADLINES:

- **Fri., Dec.10:** Grade rosters for all regular, and special session classes with end dates through December 31 will be generated and open for access at 7AM
- **Wed., Dec. 22:** Preliminary grade submission deadline. All grades entered in an approved status by 11:59PM will be posted next day.
- **Thurs., Dec. 23:** Initial grades entered in approved status will be available for view on MySJSU starting at 8AM
- **Dec. 27, 28, 29:** Grade rosters completed in approved status through these date will be posted and can be viewed on MySJSU.
- **Sun., Jan 2:** Final Grade submission deadline for faculty to enter grades in self-service. Access to grade rosters will close at 11:59PM
- **Mon., Jan. 3:** Change of grade forms to clear Incomplete grades from Fall 2009 and prior terms, and Fall 2008 RP grades are due by 4:45PM in the Student Services Center. Last day to submit hard copy grade rosters for instructors who were not able to submit grades by the final deadline of Jan. 2. After this date, all late grades, change of grades, and grades for late adds & retroactive petitions must be submitted on Change of Grade forms to Window R in Student Services Center. A Faculty & Staff Drop Box is available at the counter. Photo identification must be presented for grading information that's dropped off at the front counter.
- **Tue., Jan. 4:** Late grades must be submitted on Change of Grade forms. Registrar's Office assigns RDs to missing grade reports excluding special session classes ending in January 2011. **Incomplete contracts in faculty self-service will be turned off.**
- **Wed., Jan. 5: Incomplete contract will be turned on.**
- **Mon., Jan. 10:** Academic standing viewable on MySJSU and printed on official transcripts

CMS HELPDESK HOURS: 7:30 AM to 4:30 PM, Mondays to Fridays. No assistance is available during weekends.

LOGIN/PASSWORD INFORMATION: In order to avoid last minute issues, please login into faculty self-service a few days prior to entering grades to ensure that your USER ID and PASSWORD are active.

MANDATORY PASSWORD CHANGE: Passwords in MySJSU expire every 90 days. If you login, and your password has expired, follow the steps provided on MySJSU at http://my.sjsu.edu/technical/login_info/QR_GEN_SS_MySJSU_Password_Changes_Expiration/index.htm

It is strongly recommended that you set up the Forgotten Password function. Setting this up will allow you to receive a password reset automatically. Follow the steps provided on MySJSU at http://my.sjsu.edu/technical/login_info/QR_GEN_SS_MySJSU_Forgotten_Password/index.htm

You must make sure your preferred email address up-to-date. The forgotten password functionality will email a password to your preferred email address. Change/update your email address by logging into MySJSU and navigating to Self Service>>Campus Personal Info>>Email Addresses.

NAVIGATION INSTRUCTIONS to enter grades are available on the CMS website at http://my.sjsu.edu/docs/sa/self_service_faculty/BPG_SR_FSS_Faculty_Grading.pdf

GRADING LABS: If you're a new faculty or just needing more help in learning the web grading process, attend one of these labs at Clark Hall, 5th Floor.

Monday, Dec 13: 1pm – 4pm

Wednesday, Dec 15: 9am – noon

Friday, Dec 17: 9am – noon

Monday, Dec 20: 1pm – 4pm

Tuesday, Dec 21: 9am – noon

Wednesday, Dec 22: 1pm – 4pm

GRADE VALUES of W (Withdrawal), IC (Incomplete Charged),

RD (Report Delayed), are grade values that the Registrar's office assigns. Please do not enter these grade values. A "U" Unsatisfactory grade is no longer used. A "WU"

Withdrawal unauthorized is assigned to a student who did not officially drop the class and did not meet course requirements.

Link to the Senate policy on grading symbols and academic integrity of the record:

<http://www.sjsu.edu/senate/S09-7.htm>

REGISTRAR'S OFFICE CONTACT INFORMATION

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