

Office of the Registrar

Fall 2011 Grading Bulletin

This communication contains information pertaining to the Fall 2011 grade submission deadlines for regular and special session classes, Fall 2010 and prior terms Incomplete grades, change of grade forms, CMS HelpDesk hours, Login/password renewal, and grading labs.

IMPORTANT DATES AND DEADLINES:

- **Fri., Dec. 9:** 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. 21:** Preliminary grade submission deadline. All grades entered in an approved status by 11:59PM will be posted next day.
- **Thurs., Dec. 22:** Initial grades entered in approved status will be available for view on MySJSU starting at 8AM
- **Dec. 23, 27, 30:** Grade rosters completed in approved status through these date will be posted and can be viewed on MySJSU.
- **Mon., Jan 2:** Final Grade submission deadline for faculty to enter grades in self-service. Access to grade rosters will close at 11:59PM
- **Tue., Jan. 3:** Change of grade forms to clear incomplete grades from fall 2010 and prior terms, and fall 2009 RP grades are due by 4:45PM in the Student Services Center. Faculty may arrange with the Registrar's office to come in and enter grades till 3 PM. Grade rosters may also be faxed by 3PM. After this date, all late grades, change of grades, and grades for late ads & 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.
- **Wed., 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 after December 2011. **Incomplete contracts in faculty self-service will be turned off.**
- **Fri., Jan. 6: Incomplete contract will be turned on.**
- **Mon., Jan. 9:** 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/help/pswd_login_help/QR_GEN_MySJSU_User_ID_Password_Faculty/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. 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.

Tuesday, Dec 13: 9:00-12:00PM

Friday, Dec 16: 9:00-12:00PM

Wednesday, Dec 21: 1:00 – 4:00PM

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 policies on grading symbols, academic integrity of the record, and REVISED Academic Standing policy:

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

<http://www.sjsu.edu/senate/S10-6.htm>

Video on revised academic standing policy:

<http://www.sjsu.edu/atn/services/webcasting/events/disqualification.html>

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