This communication contains information pertaining to the Spring 2017 grade submission deadlines for regular and special session classes, Spring 2016 and prior terms’ Incomplete grades, change of grade forms, IT Help Desk hours, Login/password renewal, and grading labs.

IMPORTANT DATES AND DEADLINES:

- **May 3, Wednesday**: SOTES on MySJSU begin for majority of students.
- **May 16, Tuesday**: Last day of instruction; SOTES end for majority of classes.
- **May 17, Wednesday**: Grade rosters for all regular, and special session classes with end dates through May 31 will be generated and open for access at 8AM.
- **May 30, Tuesday**: Preliminary grade submission deadline. All grades entered in an approved status by 11:59PM will be posted next day.
- **May 31, Wednesday**: Initial grades entered in approved status will be available for view on MySJSU starting at 8AM.
- **June 5, Monday**: Final Grade submission deadline for faculty to enter grades in MySJSU self-service, 11:59PM. Change of grade forms to clear Incomplete grades from Spring 2016 and prior terms, and Spring 2015 RP grades are due by 4:45PM in the Student Services Center.
- **June 6, Tuesday**: 8:15am-12:00pm- Faculty who missed the deadline may come to the Registrar’s Office & enter their grades or fax grade rosters. After 12 noon, **Incomplete contracts will be turned off for access**. RDs or Report Delayed will be assigned to grade rosters with missing grades excluding special sessions ending after May 31. All late grades, change of grades, and grades for late adds & retroactive petitions must be on Change of Grade forms and submitted to Window R in Student Services Center. Photo identification must be presented for grading information that’s dropped off at the front counter (do not give forms to students).
- **June 7, Wednesday**: Incomplete contracts will be turned on.
- **June 9, Friday**: Academic standing viewable on MySJSU and printed on official transcripts.

IT Help Desk HOURS except during campus closure and holidays:

- M-TH: 7:30 AM-11PM
- SAT: 2 PM – 6 PM
- Holidays: Closed
- FRI: 7:30 AM- 6PM
- SUN: 7 PM-11PM

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 SJSU ID and PASSWORD are active. MySJSU uses your SJSUOne login information. This will be the same password as your SJSU Email account.
MANDATORY PASSWORD CHANGE: SJSUOne passwords expire every 180 days. If you attempt to log in and your password has expired, please go to: https://sjsuone.sjsu.edu/sjsuone/resetpassword/

NAVIGATION INSTRUCTIONS to enter grades are available on the MySJSU website at http://my.sjsu.edu/employees/employee_tutorials/faculty_tutorials/index.html

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, May 23 – 9 am – 12 noon
- Tuesday, May 30 – 1 pm – 4 pm

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. Effective for Spring 2017 semester grading, a last date of attendance will be recorded on the grade roster in compliance to financial aid regulations.

Links to the Senate policies on grading symbols and academic integrity of the record; and REVISED Academic Standing policy:
http://www.sjsu.edu/senate/docs/F10-3.pdf
http://www.sjsu.edu/senate/docs/S09-7.pdf

Academic Probation and Disqualification Process:
http://www.sjsu.edu/atn/services/webcasting/events/disqualification.html

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