



## Office of the Registrar Fall 2018 Grading Bulletin

This communication contains information pertaining to the Fall 2018 grade submission deadlines for regular and special session classes, Fall 2017 and prior terms' Incomplete grades, change of grade forms, IT hours, Login/password renewal, and grading labs.

### **IMPORTANT DATES AND DEADLINES:**

- **December 10, Monday:** Last day of instruction, Deadline for students who have Fall 2017 and prior term Incomplete grades to submit work to instructors. SOTES end for majority of classes.
- **December 11, Tuesday:** Grade rosters for all regular and special session classes with end dates through December 31 will be generated and open for access at 8AM.
- **December 21, Friday:** Preliminary grade submission deadline. All grades entered in an approved status by 11:59PM will be posted next day.
- **December 22, Saturday:** Initial grades entered in approved status will be available for view on MySJSU starting at 8AM
- **December 25, 28, January 1 :** Grade rosters submitted in Approved status from 12/22/18 through 1/1/2019 will be posted on these dates.
- **January 1, Tuesday:** Final Grade submission deadline for faculty to enter grades in MySJSU Faculty self-service, 11:59PM.
- **January 2, Wednesday:** Change of grade forms to clear Incomplete grades from Fall 2017 and prior terms, and Fall 2016 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 until 3 PM. Grade rosters may also be faxed by 12NN. After 12NN, 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. Photo identification must be presented for grading information that's dropped off at the front counter.
- **January 3, Thursday:** Late grades must be submitted on Change of Grade forms. **Faculty are encourage to submit their change of grades through DocuSign.** 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 December 31. Incomplete contracts to be turned off.
- **January 4, Friday:** Incomplete contracts will be turned on.
- **January 9, Wednesday:** Academic standing viewable on MySJSU and printed on official transcripts.

**IT Help Desk HOURS:** M-Th: 7:30 am–11 pm, Fri: 7:30 am–6 pm, Sat: 2 pm–6 pm, Sun: 7 pm–11 pm, Holidays: Closed

**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 SJSU-One login information. This will be the same password as your SJSU Email account.

**MANDATORY PASSWORD CHANGE:** SJSU-One 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](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 the lab at Clark Hall, 5<sup>th</sup> Floor.

Thursday, December 20: 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 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>

## **REGISTRAR'S OFFICE CONTACT INFORMATION**

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