This communication contains information pertaining to the Fall 2019 grade submission deadlines for regular and special session classes, Fall 2018 and prior terms’ Incomplete grades, change of grade forms, IT Service Desk hours, and Login/password renewal.

IMPORTANT DATES AND DEADLINES:
- **Dec. 09, Monday**: Last day of instruction. Deadline for students who have Fall 2018 and prior term Incomplete grades to submit work to instructors.
- **Dec. 10, 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.
- **Dec. 20, Friday**: Preliminary grade submission deadline. All grades entered in an approved status by 11:59PM will be posted next day.
- **Dec. 21, Saturday**: Initial grades entered in approved status will be available for view on MySJSU starting at 8AM. Grade rosters submitted in Approved status from 12/20/19 through 1/2/2020 will be posted on 12/21, 12/25, 12/29, 1/2/2020 @1AM.
- **January 1, Wednesday**: Final Grade submission deadline for faculty to enter grades in MySJSU Faculty self-service, 11:59PM.
- **January 2, Thursday**: Change of grade forms to clear Incomplete grades from Fall 2018 and prior terms, and Fall 2017 RP grades are due by 4:00PM 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 3PM. After 3PM, all late grades, change of grades, and grades for late adds & retroactive petitions must be submitted via the Docusign Change of Grade process. Pls. contact your department admin to initiate the change of grade process for grade changes.
- **January 3, Friday**: Late grades must be submitted via the Docusign Change of Grade process. 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, Saturday**: Incomplete contracts will be turned on.
- **January 8, Wednesday**: Academic standing viewable on MySJSU and printed on official transcripts.
IT Service Desk Hours: Please refer to the link for published hours. http://www.sjsu.edu/it/support/service-desk/index.php

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 one.SJSU 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://www.sjsu.edu/it/training/peoplesoft/faculty.php

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/aars/faq/probationdisqualification/

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