This communication contains information pertaining to the Spring 2019 grade submission deadlines for regular and special session classes, Spring 2018 and prior terms’ Incomplete grades, change of grade via DocuSign, Information Support Services’ hours, Login/password renewal, and grading labs.

IMPORTANT DATES AND DEADLINES:

- **May 13**, Monday: **Last day of instruction**. Deadline for students who have Spring 2018 and prior term Incomplete grades to submit work to instructors.

- **May 14**, Tuesday: **Grade rosters** for all regular and special session classes with end dates through May 31 will be open for access at 8AM.

- **May 24**, Friday: **Preliminary grade submission deadline**. All grades entered in an approved status by 11:59PM will be posted next day.

- **May 25**, Saturday: **Initial grades** entered in approved status will be available for view on MySJSU starting at 8AM

- **May 27, 29, June 1, 4**: **Grade rosters** submitted in Approved status from 5/25 through 6/3 will be posted on these dates.

- **May 30, Thursday**: **SOTES** end for all classes.

- **June 3, Monday**: **Final Grade submission deadline for faculty to enter grades in MySJSU self-service, 11:59PM**. Use DocuSign to clear Incomplete grades from Spring 2018 and prior terms, and Spring 2018 RP. Must submit by 4:45PM. Faculty may arrange with the Registrar’s office to come in and enter grades until 3 PM. Grade rosters may also be faxed by 12 noon. After 12 noon, all late grades, change of grades, and grades for late adds & retroactive petitions must be submitted via DocuSign.

- **June 4, Tuesday**: Please use Docusign for submitting electronic change of grades including prior terms. 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.

- **June 5, Wednesday**: **Incomplete contracts** will be turned on.

- **June 10, Monday**: **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://www.sjsu.edu/it/self-service/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 “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

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