

Office of the Registrar

Fall 2020 Grading Bulletin

(updated 12/11/2020)



This communication contains information pertaining to the Fall 2020 grade submission deadlines for regular and special session classes, Fall 2019 and prior terms' Incomplete grades, change of grade forms, IT Service Desk hours, and Login/password renewal.

IMPORTANT DATES AND DEADLINES:

- **Dec. 07, Monday:** Last day of instruction. Deadline for students who have Fall 2019 and prior term Incomplete grades to submit work to instructors.
- **Dec. 10, Thursday:** *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. 18, Friday:** Preliminary grade submission deadline. All grades entered in an approved status by 11:59PM will be posted the next day.
- **Dec. 19, Saturday:** Initial grades entered in approved status will be available for view on MySJSU starting at 8AM. Grade rosters submitted in Approved status from 12/20/20 through 1/3/2021 will be posted on 12/21, 12/23, 12/25, 12/28, 12/30, 1/4/2021 at 8AM.
- **January 3, Sunday:** Final Grade submission deadline for faculty to enter grades in MySJSU Faculty self-service, 11:59PM.
- **January 4, Monday:** Deadline to clear Incomplete grades from Fall 2019 and prior terms, and Fall 2018 RP grades are due by 12:00pm via [DocuSign](#).
- Grade rosters may also be faxed by 12:00pm. After 12:00pm, 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.
- If you can not submit via [DocuSign](#), you may drop grading documents in the Dropbox in front of the Student Services Bldg by 12:00pm (SSC).
- Do not send documents via campus mail, as Distribution Services do not have regular pickup or drop services which may delay posting of final grades.
- To safeguard the integrity of the student's grades, do not email change of grade forms to our office.
- 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.
- **January 5, Tuesday:** **Final grade posting of grades entered in Approved status.** Incomplete contracts to be turned off.
- **January 6, Wednesday:** Incomplete contracts to be turned on.
- **January 13, Wednesday:** *Final deadline for special session grades.*
- **January 15, Monday:** *Academic standing viewable on MySJSU and printed on official transcripts*

IT Service Desk Hours: Please refer to [this link](#) for published hours.

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: SJSU One passwords expire every 180 days. If you attempt to log in and your password has expired, [please go here to reset password](#).

NAVIGATION INSTRUCTIONS to enter grades are available at [Faculty PeopleSoft Tutorials page](#).

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:

- [F10-3, Policy Recommendation, Grading Symbol for Drops and Withdraws](#)
- [S09-7, Policy Recommendation, Grading Symbols, Drop and Withdrawal; Retroactive Drop and Retroactive Withdrawal; Assignment of Grades and Grade Appeals; Change of Grade; and Integrity of the Academic Record](#)

[Academic Probation and Disqualification Process](#)

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