



Office of the Registrar Fall 2021 Grading Bulletin

This communication contains information pertaining to the Fall 2021 grade submission deadlines for regular and special session classes, Fall 2020 and prior terms' Incomplete grades, change of grade forms, IT Service Desk hours, and Login/password renewal.

IMPORTANT DATES AND DEADLINES:

- **Dec. 06, Monday:** Last day of instruction. Deadline for students who have Fall 2020 and prior term Incomplete grades to submit work to instructors.
- **Dec. 07, Tuesday:** *Grade rosters for all regular and special session classes with end dates through December 31 will be generated and open for access at 8 am.*
- **Dec. 17, Friday:** Preliminary grade submission deadline. All grades entered in an approved status by 11:59 pm will be posted the next day.
- **Dec. 18, Saturday:** Initial grades entered by the 11:59 pm deadline, in approved status will be available for view on MySJSU starting at 8 am. Grade rosters submitted in Approved status from 12/18/21 through 1/2/2022 will be posted by 8 am on 12/20, 12/22, 12/24, 12/27, 12/30/2021, & 1/3/2022.
- **January 2, Sunday:** Final Grade submission deadline for faculty to enter grades in MySJSU Faculty self-service, 11:59 pm.
- **January 4, Tuesday:** Deadline to clear Incomplete grades from Fall 2020 and prior terms, and Fall 2019 RP grades are due by 12:00pm via [DocuSign](#).
- Grade rosters may also be faxed by 12:00 pm. After 12:00 pm, 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 cannot submit via [DocuSign](#), you may drop grading documents off at Window R in the Student Services Center by 12:00 pm (SSC)
 - Do not send grades via campus mail, as it delays posting.
 - Do not email change of grade forms to our office.
- **January 6, Thursday:** **Final grade posting of grades entered in Approved status. *Final deadline for special session grades.***
- **January 11, Tuesday:** *Academic standing viewable on MySJSU and printed on official transcripts.*
- **February 8, Tuesday:** *Last day to change academic standing for grade changes from Fall 2021. Last day to accept grade changes for Fall 2021 graduation.*

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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