

January 3, 2022

Re: Fall 2021 Grade Rosters in Not Reviewed Status

Hello,

Happy New Year!

Attached via email is the list of Not Reviewed grade rosters as of 9:45AM. The final deadline for submission was at 11:59PM last night, Jan. 2. There are 3 grade rosters highlighted in green and instructors need to Add the Incomplete contract.

Attached is the link to the grading tutorial that can be found on the IT website.

[https://www.sjsu.edu/it/docs/peoplesoft/sa/self\\_service\\_faculty/UG\\_SR\\_FSS\\_Faculty\\_Grading\\_Incomplete\\_9.0.pdf](https://www.sjsu.edu/it/docs/peoplesoft/sa/self_service_faculty/UG_SR_FSS_Faculty_Grading_Incomplete_9.0.pdf)

At this point in time, we have not closed the access for the remaining outstanding grade rosters. I will send a separate message to the instructors on this list so I can communicate with them directly about the status of their grade roster (s). In this way, we will not assign RD (Report Delayed) grades and minimize the submission of change of grade forms to the Office of the Registrar. Note that in the case when an instructor finds an error in the final grade that has already been posted onto the student's record, a change of grade form must be submitted via DocuSign.

I would also like to request the department chairs to nudge their respective instructors who are delayed in submitting their grade rosters. We need to run other grading related processes so we can run and review the academic standing reports as scheduled.

Thank you.

Marian Yao, MBA  
University Registrar & FERPA Compliance Officer