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

IMPORTANT DATES AND DEADLINES:

- **May 11, Monday**: Last day of instruction. Deadline for students who have Spring 2019 and prior term Incomplete grades to submit work to instructors.

- **May 12, Tuesday**: Grade rosters for all regular and special session classes with end dates through May 31 will be generated at 8AM.

- **May 22, Friday**: Preliminary grade submission deadline. All grades entered in an approved status by 11:59PM will be posted the next day.

- **May 23, Saturday**: Initial grades entered in approved status will be available for view on MySJSU starting at 8AM. Grade rosters submitted in Approved status from 5/22 through 6/2/2020 will be posted beginning 5/23, 5/27, 5/29, 6/1@ 6AM and 6/3@ 6AM.

- **June 2, Tuesday**: Final Grade submission deadline for faculty to enter grades in MySJSU Faculty self-service, 11:59PM.

- **June 3, Wednesday**:
  - Change of grade forms to clear Incomplete grades from Spring 2019 and prior terms, and Spring 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 cannot 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.

- **June 4, Thursday**: 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 May 31.
June 8, Monday: Academic standing and grades viewable on MySJSU and printed on official transcripts.

IT Service Desk Hours: Please refer to the link for published hours.
IT Service Desk | Information Technology

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: SJSUOne | Password Reset

NAVIGATION INSTRUCTIONS to enter grades are available on the MySJSU website at Faculty PeopleSoft Tutorials | Information Technology

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:
https://www.sjsu.edu/senate/docs/S20-7.pdf
Grading Symbols for Drops and Withdrawals
Withdrawals, Retroactive Withdrawals, Grades and Grade Appeals, Integrity of the Academic Record

Academic Probation and Disqualification Process:
Probation/Disqualification | Academic Advising and Retention Services

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