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

IMPORTANT DATES AND DEADLINES:

- **May 17, Monday**: Last day of instruction. Deadline for students who have Spring 2020 and prior term Incomplete grades to submit work to instructors.

- **May 18, Tuesday**: Grade rosters for all regular and special session classes with end dates through May 31 will be generated and open for access at 8 a.m.

- **May 28, Friday**: Preliminary grade submission deadline. All grades entered in an approved status by 11:59 p.m. will be posted the next day.

- **May 29, Saturday**: Initial grades entered in approved status will be available for view on MySJSU starting at 8 a.m. Grade rosters submitted in Approved status from 5/28/21 through 6/4/2021 will be posted on 5/29, 6/1, 6/3, 6/4 @8 a.m.

- **June 3, Thursday**: Final Grade submission deadline for faculty to enter grades @11:59 p.m.

- **June 4, Friday**: Deadline to clear Incomplete grades from Spring 2020 and prior terms, and Spring 2018 RP grades are due by 12:00 p.m. via DocuSign.

- Grade rosters may also be faxed by 12:00 p.m. After 12:00 p.m., 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 after 12:00 p.m. (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 use MySJSU Faculty self-service, 11:59 p.m. mail change of grade forms to our office.

- Late grades must be submitted via the DocuSign Change of Grade process.

- **Final grade posting of grades entered in Approved status**. Incomplete contracts to be turned off.

- **June 7, Monday**: Incomplete contracts to be turned on.

- **June 9, Wednesday**: Academic standing viewable on MySJSU and printed on official transcripts.
• June 11, Friday: Final deadline for special session grades.

**IT Service Desk Hours:** Please refer to the [IT website](http://www.sjsu.edu/it) 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:** SJSUOne passwords expire every 180 days. If you attempt to log in and your password has expired, please go to [reset password page](http://www.sjsu.edu/sso/app/ResetPasswordPage.jsp).

**Navigation Instructions** to enter grades are available on the MySJSU website at [Faculty PeopleSoft Tutorials page](http://www.sjsu.edu/its/peoplesoft/login.jsp).

**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:

- [http://www.sjsu.edu/senate/docs/F10-3.pdf](http://www.sjsu.edu/senate/docs/F10-3.pdf)
- [http://www.sjsu.edu/senate/docs/S09-7.pdf](http://www.sjsu.edu/senate/docs/S09-7.pdf)
- **Academic Probation and Disqualification Process**

**Registrar’s Office Contact Information**

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