



Office of the Registrar Spring 2022 Grading Bulletin

This communication contains information pertaining to the Spring 2022 grade submission deadlines for regular and special session classes, Spring 2021 and prior terms' Incomplete grades, change of grade forms, IT Service Desk hours, and login/password renewal.

IMPORTANT DATES AND DEADLINES:

- **May 16, Monday:** Last day of instruction. Deadline for students who have Spring 2021 and prior term Incomplete grades to submit work to instructors.
- **May 17, 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 27, Friday:** Preliminary grade submission deadline. All grades entered in an approved status by 11:59 p.m. will be posted and viewable at 8 a.m. the next day. Grade rosters submitted in Approved status after 5/27/22 will be posted on the following dates: 5/30, 6/1, 6/2 @8 a.m.
- **June 1, Wednesday:**
 - Final Grade submission deadline for faculty to enter grades.
 - Deadline to clear Incomplete grades from Spring 2021 and prior terms, and Spring 2020 RP grades are due by 12:00 noon via DocuSign.
- **June 2, Thursday: Final grade posting of grades entered in Approved status.**
 - Grade rosters may also be faxed to 408-924-2077 by 5:00 p.m.
 - If you can not submit via DocuSign, you may drop grading documents in the Dropbox in front of the Student Services Center by 4:00 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.
 - After 5:00 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.
- **June 9, Thursday: Academic standing viewable on MySJSU and printed on official transcripts.**

IT Service Desk Hours: Please refer to [IT Service Desk site](#) 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 [SJSUOne Set / Reset Password page](#).

NAVIGATION INSTRUCTIONS to enter grades are available on the MySJSU website, see [Faculty Peoplesoft Tutorials](#)

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 "WU" Withdrawal Unauthorized should be assigned to a student who did not officially drop the class and did not meet course requirements.

Links to the Senate policies on grading symbols and academic integrity of the record; and REVISED Academic Standing policy:

- [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](#)

See [Academic Probation and Disqualification Process](#)

Registrar's Office Contact Information:

Joni Talley - Associate Registrar, joni.talley@sjsu.edu

Dora Ozawa –Systems Coordinator, dora.ozawa@sjsu.edu

Debbra Jung- Systems Coordinator/ITC Consultant, debbra.jung@sjsu.edu