Office of the Registrar
Fall 2023 Grading Bulletin

As we are approaching the end of the Fall semester, we want to remind you of important deadlines and special notes below.

IMPORTANT DATES AND DEADLINES:

- **Dec 6, Wednesday**: Last day of instruction. Deadline for students who have Fall 2022 and prior term Incomplete Grades to submit work to instructors.
- **Dec 7, Thursday:** Grade Rosters for all regular and special session classes with end dates through December 31 will be generated and open for access at 8 a.m.
- **Dec 19, Tuesday**: 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 12/19/23 will be posted on the following dates: 12/22, 12/24, 12/26, 12/28, 12/30/2023 & 1/2/2024 @ 8 a.m.
- **Jan 1, Monday:**
  - Final Grade Submission Deadline for faculty to enter grades (11:59 p.m.)
- **Jan 3, Wednesday**: Deadline to clear Incomplete Grades from Fall 2022 and prior terms, and Fall 2021 RP grades are due by 12:00 noon via via PeopleSoft Online Grade Change Request - How to Guide [pdf]
- **Jan 4, Thursday: Final grade posting of grades entered in Approved status.**
  - Grades may still be entered in the grade roster (if roster has not been posted). Please contact the Registrar's Office if entering grades in the roster after 8 a.m.
  - See Grading page on how to submit late grades, change of grades and grades for late adds & retroactive petitions.
  - Do not send grading documents via campus mail, as Distribution Services do not have regular pickup or drop services which may delay the posting of final grades. We will not accept any grading documents via campus mail.
- **Jan 10, Wednesday: Academic standing is 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. SJSU Password Reset

Grade Submission: From one.sjsu.edu, click MySJSU tile (see below) to access your grade rosters. See Faculty Grading - How to Guide for detailed instructions. Refer to our Grading website for overall grading information.
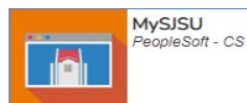
ADMINISTRATIVE GRADES of W (Withdrawal), IC (Incomplete Charged), RD (Report Delayed), are assigned by the Office of the Registrar. Please do not enter these grades. A "WU" Withdrawal Unauthorized should be assigned to a student who did not officially drop the class and did not meet course requirements or did not drop/withdraw from the course.

Links to current Senate policies on grading symbols, academic integrity of the record, and Academic Standing:

- 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**

For inquiries, contact: registrar@sjsu.edu or visit our staff directory.