Office of the Registrar
Spring 2023 Grading Bulletin

This communication contains information pertaining to the Spring 2023 grade submission deadlines for regular and special session classes, Spring 2022 and prior terms' Incomplete grades, and other resources to assist with the grading process.

IMPORTANT DATES AND DEADLINES:

- **May 15, Monday**: Last day of instruction. Deadline for students who have Spring 2022 and prior term Incomplete grades to submit work to instructors.

- **May 17, Wednesday: Access to Grade rosters for all regular and special session classes with end dates through 5/31/23 will be available at 8 a.m.**

- **May 26, 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 5/26/23 will be posted on the following dates: 5/27, 5/29, 5/31, & 6/1 @8 a.m.

- **May 31, Wednesday:**
  - Final Grade submission deadline for faculty to enter and approve grades.
  - Deadline to clear Incomplete grades from Spring 2022 and prior terms, and Spring 2021 RP grades are due by 12:00 noon via PeopleSoft Online Grade Change Process

- **June 1, 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 AM.
  - Grade rosters may also be faxed to 408-924-2077 by noon.
  - After noon, all late grades, change of grades, and grades for late adds and retroactive petitions must be submitted via the DocuSign Change of Grade process. Contact your department admin to initiate the change of grade process.
  - Do not send documents via campus mail, as Distribution Services do not have regular pickup or drop services which may delay the posting of final grades.

- **June 7, Thursday: Academic standing viewable on MySJSU and printed on official transcripts.**

IT Service Desk Hours: Please refer to the 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. If you are having trouble with your password, you can reset your password.

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), and 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/withdaw from the course.

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**

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