

New! Effective March 2023

For posted grades of I, RP, and RD, faculty have the ability to submit a change of grade using the new Online Grade Change Request.

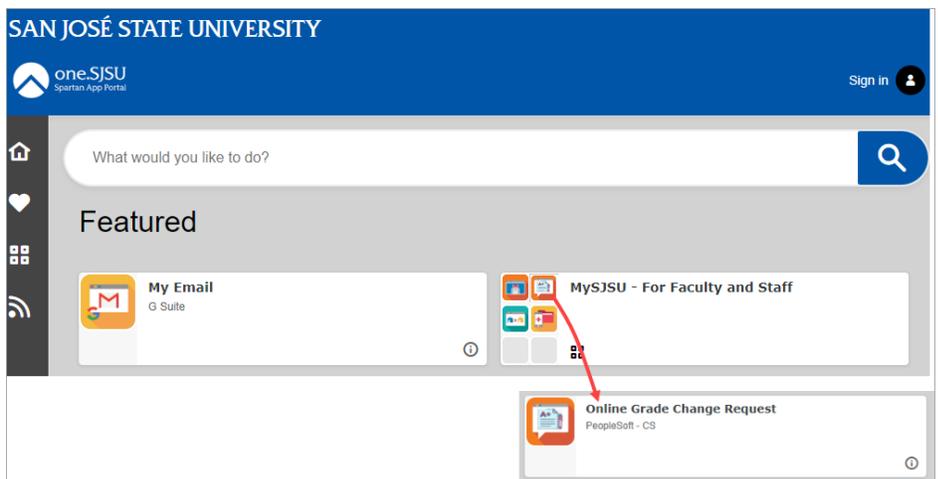
The following criteria must be met in order to use this process:

1. You are listed in PeopleSoft as the Instructor of Record
2. You have a current one.sjsu.edu login
3. The relevant grade posted is an I, RP, or RD
4. A degree has not been awarded to the student
5. The class is within the last 8 terms (includes Winter and Summer)

To learn more, go to the [Online Grade Change Request FAQs](#).

1. Go to one.sjsu.edu
2. Click the **MySJSU - For Faculty and Staff** tile.
3. Within this tile, click the **Online Grade Change Request** tile.

If you are not able to find the tile, search for "Online Grade Change Request" in the "What would you like to do?" search bar at the top of the page.



If you see the *MySJSU sign-in* page, please continue to Step #4.

If you see the *Online Grade Change Request* page, please continue to Step #5.

4. Enter your **9-digit SJSU ID** and **Password**. Click the **Sign In** button.

If you have forgotten your password, go to the [Reset Password](#) page and enter the 9-digit SJSU ID. Choose one of the two options listed to reset your password.

You can also go to the FAQ section in the [Password Help](#) page for additional assistance.

If you continue to have problems, please contact IT Service Desk.

408-924-1530

itservicedesk@sjsu.edu

5. You will only see a list of terms in which you were an instructor. Up to 8 terms may be listed, as this process only applies to grades posted within the last 8 terms (including Winter and Summer).

Select the desired term and click **Continue**.

6. Locate the class and click the **Select** button.

Class #	Subject	Catalog Number	Section	Description	Enrolled	Days & Times	Location	Class Dates	Select
44746	PHIL	66	80	Intro Aesthetics (Lecture)	35	Tu 1:30PM - 2:45PM	On Line	Aug 19, 2022- Dec 6, 2022	Select
46235	PHIL	66	81	Intro Aesthetics (Lecture)	34	Th 1:30PM - 2:45PM	On Line	Aug 19, 2022- Dec 6, 2022	Select
47648	PHIL	70B	01	Modern Philosophy (Lecture)	33	TuTh 10:30AM - 11:45AM	On Line	Aug 19, 2022- Dec 6, 2022	Select

The Grade Change Roster page displays.

- If a different term is needed, click the **Change Term** button to return to the previous page and select a different term. The class can be changed using the **Change Class** button.

You can only change grades in **green**. Grades in **red** cannot be changed through this method, and need to be changed using the current DocuSign process.

- Use the dropdown field in the **Change Grade To** column to select the new grade.

Note: If you are changing an RD grade to an "I" grade, you must also complete **Step #14** to add an Incomplete Grade Agreement for the student(s).

- In the **Reason Code** column, click on the magnifying glass and select the reason for the change.

- Click the **Add Comments** link.

- Enter your comments.
- If changing an I grade to a grade, you must **add the term of completion** in the comments.

Note: When the work is completed will determine the term the degree is awarded.

- Click the **Save Comments** button to save the comments.

Changing an RD grade to an “I” grade requires an Incomplete Grade Agreement

14. When assigning an “I” grade, an Incomplete Grade Agreement is required. After submission of the online grade change request, go to the appropriate Class Roster for the term to add the Incomplete Grade Agreement.

Refer to the [Incomplete Grade Agreement - Faculty How to Guide](#) to proceed and ensure proper completion of the agreement.

Faculty Center Search

My Schedule | Class Roster | Grade Roster

My Schedule

Fall 2022 | San Jose State University Change Term

My Exam Schedule

Select display option

Show All Classes Show Enrolled Classes Only

View Textbooks

Icon Legend Class Roster Grade Roster Learning Management Class Permissions

My Teaching Schedule > Fall 2022 > San Jose State University

Personalize | View All | First 1-3 of 3 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	PHIL 66-80 (44746)	Intro Aesthetics (Lecture)	35	Tu 1:30PM - 2:45PM	On Line	Aug 19, 2022- Dec 6, 2022
	PHIL 66-81 (46235)	Intro Aesthetics (Lecture)	34	Th 1:30PM - 2:45PM	On Line	Aug 19, 2022- Dec 6, 2022
	PHIL 70B-01 (47648)	Modern Philosophy (Lecture)	33	TuTh 10:30AM - 11:45AM	On Line	Aug 19, 2022- Dec 6, 2022

View Weekly Teaching Schedule Go to top