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.

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

> If you have forgotten your password, go to the <u>Reset</u> <u>Password</u> 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 <u>Password Help</u> page for additional assistance.

If you continue to have problems, please contact IT Service Desk. 408-924-1530 itservicedesk@sjsu.edu

 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**.

Connecting to MySJSU
Sign-in with your San Jose State University account to access
Peoplesoft Campus Solutions
CICII SAN JOSÉ STATE
SISU SAN JOSE STATE
Sign In
SJSU ID Number
#########
Password
SJSUOne Password
Remember me
Chara In
Sign In
Need help signing in?

Online Grade Change Request

Grade changes for I, RP, RD can be made online to terms beginning with Summer 2021. For instructions regarding prior terms and all other grade changes, please visit the Office of the Registrar website on <u>Grading</u>.

		CONTINUE
Selec	t a term then select Continue.	
	Term	Institution
\bigcirc	Fall 2022	San Jose State University
0	Fall 2021	San Jose State University
		CONTINUE
		View current pending requests

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

Online Grade Change Request Change Term Fall 2022 | San Jose State University Online requests for grade changes can be made only for classes with posted grades of I, RP, RD and for students whose degrees have not been awarded. Click the Select button to access the grade roster that contains the student's grade you wish to change. Enrolled Classes > Fall 2022 > San Jose State University View All | 🖉 | 🛗 First 🗹 1-3 of 3 🕨 Last Class # Subject Catalog Number Section Description Location Enrolled Days & Times Class Dates Select Tu 1:30PM - 2:45PM On Line 44746 PHIL 66 80 Intro Aesthetics 35 Aug 19, 2022-Dec 6, 2022 Select (Lecture) 34 Th 1:30PM - 2:45PM PHIL 66 46235 81 Intro Aesthetics On Line Aug 19, 2022-Dec 6, 2022 Select (Lecture) 01 Modern Philosophy 33 TuTh 10:30AM - 11:45AM 47648 PHIL 70B On Line Aug 19, 2022-Dec 6, 2022 Select (Lecture)

The Grade Change Roster page displays.

7. 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.

8

 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).

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

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PHIL	66 - Intro Aesthetics - Se	ction 81 change cl	ass				
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10. 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.

I	~	Q Q			Add Comments
Comments					
Enter comments t save your entry. T	for a specific grad To return without s	le change reques aving click the Re	t. Click Save eturn to Prev	Comments button to ous Page link.	
Note:					
If changing an I g	rade to a grade, y	ou must add the	term of comp	letion below.	
Changing an I gra	ade to B. Term of	completion is Spi	ing 2023.		
					/
Save Commer	nts				
Return To Previou	us Page				

11. Repeat this process for additional students in the same class.

Click the **Submit** button at the bottom of the page when you are ready to submit the request(s).

12. Your request(s) are now in pending status waiting for the Office of the Registrar to review and process.

Please review the information to ensure accuracy.

If you need to cancel a request, you can immediately click the **Cancel** button. The request will be cancelled and removed from the Office of the Registrar's queue.

Note: However, if the Office of the Registrar already picked it up for review and processing, you will get an error when you try to cancel the request. Please refer to the Online Grade Change Request FAQs for additional help.

Processing and Notifications Timeline

 The Office of the Registrar staff will review all requests in their queue. Your request will be processed within 3 business days. If the request is **denied**, you will be contacted directly by the Office of the Registrar with more details. If the request is **approved**, email notifications will be sent to the instructor and student(s) involved in the grade change.

40		•			
29		I	~	Q	Add Comments
30		В			
31		В			
32		В			
33		В			
34		В			
				SUBMIT	

Online Grade Change Request

Your pending grade change request will be processed by the Office of the Registrar within 3 business days. You will receive email notification after your request has been processed.

I FALL 2022 PHIL 66 RD I 03/07/2023 92.6PM Panding Car 2 FALL 2022 PHIL 66 I B 03/07/2023 51.36PM Pending Car		Cancel
2 FALL 2022 PHIL 66 I B 03/07/2023 5:34PM Pending Car	1	Cancel
	2	Cancel
3 FALL 2022 PHIL 66 I C+ 03/07/2023 5:34PM Pending Car	3	Cancel

submit new requests

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[Preferred_NAME] [EMPL_ID] [SUBJECT][CATALOG_NBR] [Term] [Year] Section [CLASS_SECTION] [SUBJECT][CATALOG_NBR] [Term] [Year] [PreferredNAME] [EMPL_ID] [SUBJECT][CATALOG_NBR] [Term] [Year] Section [CLASS_SECTION] Section [CLASS_SECTION] [Term] [Year]				
Section [CLASS_SECTION] [PreferredNAME] [EMPL_ID] [SUBJECT] [CATALOG_NBR] [Term] [Year] Section [CLASS_SECTION] Section [CLASS_SECTION] [Term] [Year]	[Preferred_NAME]	[EMPL_ID]	[SUBJECT][CATALOG_NBR]	[Term] [Year]
[PreferredNAME] [EMPL_ID] [SUBJECT] [CATALOG_NBR] [Term] [Year] Section [CLASS_SECTION] Section [CLASS_SECTION] Section [CLASS_SECTION] Section [CLASS_SECTION]			Section [CLASS_SECTION]	
Section [CLASS_SECTION]	[PreferredNAME]	[EMPL_ID]	[SUBJECT][CATALOG_NBR]	[Term] [Year]
			Section [CLASS_SECTION]	

Office of the Registrar San Jose State University https://www.sjsu.edu/registra



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Change of Grade Notification

Dear [Student Preferred Name],

Your grade in the following course has been changed. Your student record now reflects this new grade. To view the new grade, please go to the Student Center and select Grades from the drop down.

If you have any questions about the grade you have received, please contact the course instructor

[Term] [Year] [Subject] [Catalog #] Date Grade Change Processed: [Update_DT]

Office of the Registrar San Jose State University https://www.sjsu.edu/registrat

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 <u>Incomplete Grade</u> <u>Agreement - Faculty How to Guide</u> to proceed and ensure proper completion of the agreement.

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