***GRADE CHANGE MEMORANDUM***

# Grades Policy ([University Handbook F81](https://www.k-state.edu/provost/universityhb/fhsecf.html))

Grade changes are submitted directly in the student information system (KSIS). Grade Change Rosters will remain open for five years from the original posting date to submit changes. On-line changes to certain grades such as “W” and “XF” will not be allowed, nor to grades related to a completed program of a graduated student. Any changes not accommodated by KSIS must be handled by submitting a Grade Change Memorandum form to the Dean/Dean’s Designee of the College.

# Grade changes cannot be made after a degree has been posted, for courses taken prior to that degree posting per the [Non-Permissible Changes to the Academic Record after Degree Posting](https://www.k-state.edu/registrar/students/academicpolicy/#NONPERMIT) policies. \*\*\*Incomplete forms will not be processed and will be returned\*\*\*

# This grade change is being submitted for the following reasons:

## Past the five-year deadline to change a grade in KSIS

Instructor is no longer employed with KSU and cannot make the changes in KSIS

The student did not appear on the original grade roster

Original Grade in KSIS is blank

Other (Explanation is required):

|  |  |
| --- | --- |
| **Student Information** | |
| Last Name, First Name, MI  Name | WID (found in the upper left corner of your ID card)  WID |

## Was given a grade of:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | A |  | B |  | C |  | D |  | F |  | CR |  | NC |  | NR |  | I |  | IH |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| in | Course Name |  | Course Number | Course Nbr |
|  | *(Course Name)* |  |  |  |

## for the Fall Spring Summer term/year term/year.

## Change this grade to:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | A |  | B |  | C |  | D |  | F |  | CR |  | NC |  | I |  | IH |

### \*A student whose original grade was “I” and rolled to “F” cannot be changed back to “I” if the student has graduated.

|  |  |  |
| --- | --- | --- |
| Instructor Name/Signature |  | Date |
| **Instructor Signature** |  | **Date** |

|  |  |  |
| --- | --- | --- |
| Dean/Dean’s Designee Name/Signature |  | Date |
| **Dean/Dean’s Designee Signature (College that owns the course)** |  | **Date** |

|  |  |  |
| --- | --- | --- |
| Dean of Graduate School Name/Signature |  | Date |
| **Dean of Graduate School (Required for All Graduate Level Students)** |  | **Date** |

|  |  |
| --- | --- |
| Submit form to: [registrar@ksu.edu](mailto:registrar@ksu.edu)  Office of the Registrar  118 Anderson Hall - 919 Mid-Campus Drive North  Manhattan, KS 66506 | [polytechnicregistrar@ksu.edu](mailto:polytechnicregistrar@ksu.edu)  Polytechnic Registrar’s Office  2310 Centennial Rd  Salina, KS 67401 |

*Revised: 07/16/2021*