***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, MIName | 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 Office of the Registrar118 Anderson Hall - 919 Mid-Campus Drive NorthManhattan, KS 66506 | polytechnicregistrar@ksu.edu Polytechnic Registrar’s Office2310 Centennial RdSalina, KS 67401 |

*Revised: 07/16/2021*