

**April 19, 2016**

-I/NR Reports Distributed to colleges

**April 29, 2016**

-Run WSRM006 Courses with Missing Instructor to review before grade rosters are created

**May 6, 2016**

-Spring 2016 final grade rosters created and opened by 5 p.m.

**May 9 – 13, 2016**

-Spring 2016 final exams

-Dean's offices will run WSRM008 (grade roster status) daily to review missing grades

**May 10, 2016**

-Adjusted I/NR reports back to the Office of the Registrar by 5 p.m.

**May 13, 2016**

-Incomplete Grade Lapse Process runs at 1 p.m.

**May 17, 2016**

-All Grades for the Spring 2016 term are due in KSIS by **5 p.m.**

-Major Grade posting processes include:

-Convert all blank grades to NR, then to a status of approved

-Grade Posting

-Repeat Process

-Academic Standing (warning/dismissal)

-Honors calculations

-Dismissal holds applied

-Semester snapshot created

-ARH Process run and holds applied

**May 17, 2016 (5 p.m. – 9 p.m. estimated)**

-Semester honors, class rank, ARH, warning & dismissal reports will be prepared for dissemination on the evening of May 17

-Roger Eaton will email college contacts when processes are complete and ready for distribution

-Colleges will review reports and prepare HWD letters (find .csv in Report Repository).

**May 18, 2016**

-Students will be able to view spring grades in KSIS starting at 8 a.m.

-Faculty will be able to submit grade change request in KSIS starting at 8 a.m.

**May 26, 2016**

--Reinstatements due in Office of the Registrar by 5 p.m.

-Class enrollments (Summer/Fall) for dismissed students will be dropped on Friday,  
May 27