

**Fall 2017 End of Semester Processing**

**November 14, 2017**

**-I/NR Reports Distributed to colleges**

**December 4, 2017**

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

**December 8, 2017**

**-Fall 2017 final grade rosters created and opened by 5 p.m.**

**December 11 – 15, 2017**

**-Fall 2017 final exams**

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

**December 14, 2017**

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

**December 15, 2017**

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

**December 19, 2017**

**-All Grades for the Fall 2017 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**

- Semester honors, class rank, ARH, warning & dismissal reports will be prepared for dissemination on the evening of December 19
- 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).

**December 20, 2017**

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

**January 10, 2018**

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

**January 11, 2018**

- Spring 2018 Class enrollments for dismissed students will be dropped after 1 p.m.