Important Dates

January 22
Spring Semester begins

January 28
Last day to add a course without instructor permission

January 29
Wait List is purged

February 4
Instructor drops for non-attendance due to Enrollment Services

February 11
Last day for 100% refund for a regular session course

February 15
Last day to sign up for A/Pass/F grading option for a regular session course

February 18
Midterm Grade Rosters available to Faculty

February 18
Last day for 50% refund for a regular session course

February 26
Summer/Fall 2019 enrollment appointments assigned in KSIS

February 26
Last day to drop a regular session course without a W being recorded

This Issue

Extending an Incomplete Grade Earned Fall 2018 or Later

Incomplete grades should be completed by the end of the next regular term (fall or spring). Incomplete grades earned in F18, therefore, should be completed and grades changed by the end of S19. Occasionally, a student will not be able to meet this deadline and may request an extension. The revised policy on Incomplete Grades (F83 University Handbook) changes the process of granting that extension request. The process of extending an incomplete grade for grades earned F18 or later **must be initiated by the student** using the Incomplete Extension Form:

http://www.k-state.edu/registrar/students/forms/IncompleteExtensionForm.pdf

The instructor will approve the extension request by signing the form and then forward to the student's academic dean's office for processing.

Incomplete grades **earned prior to F18** will continue to be extended by the Office of the Registrar using the current process.

General Data Protection Regulation

The General Data Protection Regulation (GDPR) became effective in May of 2018 and impacts K-State students, faculty, and staff in the European Union with regard to any personal and sensitive data that is collected in order to do business with K-State.

A central email address has been created for the purpose of receiving and tracking questions from individuals to whom this law applies. Questions sent to this email address may be distributed to other units on campus as deemed necessary to answer any specific question. A student privacy notice for persons in the European Union provides more detail about GDPR and is available on the Office of the Registrar website.

http://www.k-state.edu/registrar/students/gdpr/index.html

Retirement News

Sandy Lumb will retire on January 31 after 19 years in the Office of the Registrar. The majority of Sandy's time in the office has been in the role of Athletic Certification Specialist where she collected and analyzed academic data of student athletes to determine eligibility for competition, as required by the NCAA and Big 12. As part of this position, Sandy communicated with a wide variety of campus constituents and will be greatly missed. A search is currently underway to fill this position. The Office of the Registrar will host a drop-in reception for Sandy on Wednesday, January 30, from 3:00 p.m. to 4:30 p.m., in 201 Anderson Hall.

Important Dates (cont.)

March 1
Spring 2020 Class Schedule opens to Colleges for update

March 4
Midterm Grade Rosters are due via KSIS at 5:00pm

March 11-15
Spring Break

March 25
Summer/Fall 2019 Enrollment begins

April 1
Last day to drop a regular session course for Spring 2019

April 17
I/NR Reports distributed to colleges for courses prior Fall 2018

May 10
Grade Rosters created

May 13-17
Term Final Examinations

May 21
Spring 2019 Final Grades due

May 22
Term Final Grades available in KSIS

May 31
Last day for S19 grads and students not enrolled for U19 and/or F19 to order transcripts at no charge

Changes to DARS Course/Curriculum Update Procedure

After course/curriculum changes are approved by Faculty Senate, a blank DARS report for the program being changed is sent to the appropriate college Dean's Office for review. Beginning October 2018, a "Return by" date was added to the DARS approval form sent with updated blank audits from the DARS Encoder to the Deans' Offices:

Kansas State University DARS Approval Form
Office of the Registrar
118 Anderson Hall

- Date: *XXXXXXX*   Return by: *XXXXXXXX*
- From: *xxxxx*
- To: *xxxxx*
- Degree Plan/Subplan: *XXXXXXX*
- Year/Term: *XXX*

The return date will be two weeks from the date the blank audit is sent. If the form is not received back by the return date, the DARS Encoder **may** give a one week extension, depending upon circumstances. After the final deadline, the degree program for that year/term will not be available in KSIS. Students, faculty and staff will see only this message:

Course/curriculum changes for this program have not yet been finalized by the academic college for inclusion into DARS. Please contact your Dean's Office for more information.

Advisors and staff will still be able to use the "Explore New Programs" option to run a DARS audit using an earlier year/term.

Also, curriculum and/or course list changes received after program approval will only be taken back to one year prior to the current semester. For example, changes received during Spring 2019 will only be taken back as far as Spring 2018. Changes further back than one year can, of course, be made for individual students by using a DARS exception.

We hope these changes will ensure that advisors, staff and students have the most up-to-date information in the most timely manner possible.