

# GRADE CHANGE MEMORANDUM

Office of the Registrar

## Grades Policy ([University Handbook F81](#))

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](#) 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	WID (found in the upper left corner of your ID card)
---------------------------	--

Was given a grade of:

\_\_\_ A \_\_\_ B \_\_\_ C \_\_\_ D \_\_\_ F \_\_\_ CR \_\_\_ NC \_\_\_ NR \_\_\_ I \_\_\_ IH

in \_\_\_\_\_ Course Number \_\_\_\_\_  
(Course Name)

for the  Fall  Spring  Summer 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 Signature	_____ Date
_____ Dean/Dean’s Designee Signature (College that owns the course)	_____ 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