

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 of the College.

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 Name: _____ KSIS/WID Number: _____

was given a grade of – A B C D F CR NC I NR
in _____ Course Number _____
(Course Name)

for the _____ term 20_____

Change this grade to – A B C D F CR NC I

***A student whose original grade was “I” and rolled to “F” cannot be changed back to “I” if the student has graduated.**

Instructor’s Signature

Date

Dean’s or Dean’s Designee Signature (College that owns the course)

Date

*****Incomplete forms will not be processed and will be returned.**

Submit to Office of the Registrar: 118 Anderson Hall, Manhattan or via email at registrar@ksu.edu
208 College Center, Salina