GRADE CHANGE MEMORANDUM

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 Name)

Course Number ____________________________

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

Revised 3/10/20