

On-line Change of Grade

Grade Change Timelines

Online grade changes will be accepted for up to a year after the term ends. For example the Fall 2007 will be accepted through December 31, 2008.

Future cutoff dates for the terms will be-

- May 31 for the previous Spring Semester
- July 31 for the previous Summer Semester
- December 31 for the previous Fall Semester

Once these dates have passed the grades on the roster will be grayed out and instructors will need to submit a paper Change of Grade form with the appropriate signatures.

Weekly reports will be sent to Schools/College and Departments as notification of grade changes that have occurred during the past week.

Online Grade Change will not be active for following exceptions

- Student has graduated
- The current grade is a P (progress)
- Student is withdrawn from the class
- Credit/No Credit (with the exception of the Law School)

In the above situations the grade on the roster will be grayed out and instructors will need to submit a paper Change of Grade form with the appropriate signatures.

Continue for instructions on how to use On-line Change of Grade

Grade Change view by Faculty – In order to change grades, go to Enroll & Pay-> Faculty Center page. Select a term and click on a grade roster. If grades are already posted, then “Request Grade Change” link will appear.

Grade Roster

[View FERPA Statement](#)

2010 Spring | Regular Academic Session | University of Kansas | Undergraduate

▼ **ART 122 - 1000 (79503)** change class

Fundamentals of Sculpture (Lab Main)

Days and Times	Room	Instructor	Dates
TuTh 1:30PM-5:20PM	Art & Desi 105	KU Faculty	01/14/2010 - 05/14/2010

Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Not Reviewed

By Approving and Saving this grade roster, I certify that the grades listed for the students listed on the grade roster are correct.

[Request Grade Change](#)

ID	Name	Roster Grade	Official Grade	Grade Basis	Primary Program	Level
1		WG	WG	G11	School of the Arts, Undergrad	Sophomore

Clicking “Request Grade Change” link will bring the page where faculty can change grades of the students using the drop downlink attached with the grades.

Grade Roster

Grade Change Request

[View FERPA Statement](#)

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▼ **ART 122 - 1000 (79503)**

Fundamentals of Sculpture (Lab Main)

Days and Times	Room	Instructor	Dates
TuTh 1:30PM-5:20PM	Art & Desi 105	KU Faculty	01/14/2010 - 05/14/2010

If a students grade is grayed out then you must submit a Change of Grade form with the appropriate signatures.

ID	Name	Enrollment Status	Grading Basis	Official Grade	Reason
1		Enrolled	A-D(+/-)FI	WG	
2		Enrolled	A-D(+/-)FI	WG	
3		Enrolled	A-D(+/-)FI	A	
4		Enrolled	A-D(+/-)FI	A-	
5		Enrolled	A-D(+/-)FI	B+	
6		Enrolled	A-D(+/-)FI	B-	
7		Enrolled	A-D(+/-)FI	C	
8		Enrolled	A-D(+/-)FI	C+	
				C-	
				D	
				D+	
				D-	

Faculty must also enter a reason for each grade change. Valid grade change reasons will be displayed by clicking the lookup magnifying glass. Save the page by clicking **SUBMIT** button which is located at the bottom of the page. This action should display Success (to the right of the reason) indicating successful grade change. Once the page displays success, use the Return to the Grade Roster link at the bottom of the page to return to the grade roster.

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▼ [ART 122 - 1000 \(79503\)](#)
 Fundamentals of Sculpture (Lab Main)

Days and Times	Room	Instructor	Dates
TuTh 1:30PM-5:20PM	Art & Desi 105	KU Faculty	01/14/2010 - 05/14/2010

If a student's grade is grayed out then you must submit a Change of Grade form with the appropriate signatures.

ID	Name	Enrollment Status	Grading Basis	Official Grade	Reason
1		Enrolled	A-D(+/-)FI	WG	
2		Enrolled	A-D(+/-)FI	C	INER
3		Enrolled	A-D(+/-)FI	WG	
4		Enrolled	A-D(+/-)FI	WG	
5		Enrolled	A-D(+/-)FI	WG	
6		Enrolled	A-D(+/-)FI	WG	
7		Enrolled	A-D(+/-)FI	WG	
8		Enrolled	A-D(+/-)FI	WG	
9		Enrolled	A-D(+/-)FI	WG	

[Return to Grade Roster](#)

SUBMIT

University of Kansas | Undergraduate

Look Up

Look Up Reason

Search by: begins with

by: Enrollment Action Reason

[Advanced Lookup](#)

Search Results

View 100 First 1-4 of 4 Last

Enrollment Action Reason	Description
ACMC	Academic Misconduct
CHGI	Change from Incomplete
CHWG	Change from WG
INER	Instructor Error