# Online Change of Grade

Online grade changes will be accepted for up to a year after the term ends.  For example, grade changes to the Fall 2020 term will be accepted through December 31, 2021.  Future cutoff dates for terms are:

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

Once these dates have passed, the grades on the roster will be greyed out and instructors will need to submit the Change of Grade form found at https://registrar.ku.edu/faculty-staff-resources with the appropriate approvals.  Weekly notification reports will be sent to the Schools/College and Departments as grade changes occur.

Online Grade Change will not be active for the following exceptions:

- Student has graduated
- The current grade is a P (Progress)
- Student is withdrawn from the class (WP, WF, WM or W)
- Credit/No Credit (with the exception of the Law School)

**To Post Online Change of Grades:**

First, log onto Enroll & Pay and click on the KU Faculty tile from your Instructor Homepage.  Access the grade roster from your Faculty Center by selecting the grade roster icon for the corresponding class.  If the course is from a previous term, you may have to select the Change Term button to view the grade roster.



*Last Updated: May 2021*

Once on the roster, click on the Request Grade Change link under Grade Roster Action.

Once the Grade Roster Grade Change Request page has come up, make the appropriate changes in grades. For example, Crimson Student had an Incomplete (I) grade submitted but has completed her requirement and earned a B. After changing the grade, a reason code column will appear.



Instructors have four options for grade change reasons:

Once you have selected the grade change reason, hit submit at the bottom of the grade roster to save your changes.  You are able to confirm that the grade change occurred by confirming that the Official Grade is different from the grade initially placed in the roster.

| Roster Grade | Official Grade |
| --- | --- |
| A | A |
| I | B |
| F | F |

| | | ID | Name | Roster Grade | Official Grade | | Level | | Incomplete | Failure |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ☐ | 1 | 1111111 | Jay,Baby | A | A | | Sophomore | Posted | Note | Attendance |
| ☐ | 2 | 2222222 | Jayhawk,Crimson | I | B | Undergraduate | Freshman | Posted | Note | Attendance |
| ☐ | 3 | 3333333 | Student,Jayhawk | F | F | Liberal Arts&Sci Undergraduate | Freshman | Posted | Note | Attendance |

Student Grade — Personalize | Find | 🔁 | ⊞    First ◀ 1-3 of 3 ▶ Last

Printer Friendly Version

If you need further assistance with changing grades online, please contact the Registrar's Office on your campus:

**Lawrence Campus**

studentrecords@ku.edu

(785) 864-4422

**KU Medical Center**

kumcregistrar@ku.edu

(913) 588-7055