

## 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- Student is withdrawn from the class (WP, WF, WM or W)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.



Jayhawk Instructor

Faculty Center Search

My Schedule | [Class Roster](#) | [Grade Roster](#)

Faculty Center

My Schedule  

2021 Spring | University of Kansas Change Term

Select display option

Show All Classes  Show Enrolled Classes Only

My Teaching Schedule > 2021 Spring > University of Kansas

Personalize | View All | | First 1-20 of 41 Last

| Class Roster | Grade Roster | Class                                 | Class Title                | Enrolled | Days & Times        | Room             | Class Dates               |
|--------------|--------------|---------------------------------------|----------------------------|----------|---------------------|------------------|---------------------------|
|              |              | <a href="#">MATH 101-1150 (41750)</a> | College Algebra: (Lecture) | 1        | MWF 8:00AM - 8:45AM | On-line Lawrence | Feb 1, 2021- May 14, 2021 |
|              |              | <a href="#">MATH 101-1200 (41751)</a> | College Algebra: (Lecture) | 0        | MWF 8:00AM - 8:45AM | On-line Lawrence | Feb 1, 2021- May 14, 2021 |
|              |              | <a href="#">MATH 101-1400 (45199)</a> | College Algebra: (Lecture) | 3        | MWF 9:00AM - 9:45AM | On-line Lawrence | Feb 1, 2021- May 14, 2021 |

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

2021 Spring | Regular Academic Session | University of Kansas | Undergraduate

Change Class

MATH 101 - 1400 (45199)  
College Algebra: \_\_\_\_\_ (Lecture)

| Days and Times    | Room             | Instructor         | Dates                   |
|-------------------|------------------|--------------------|-------------------------|
| MWF 9:00AM-9:45AM | On-line Lawrence | Jayhawk Instructor | 02/01/2021 - 05/14/2021 |

Display Options

\*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

\*Approval Status Approved Posted

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

Request Grade Change

Grade Import

Last Import Lawrence Blackboard Import Grades

| Student Grade            |           |                |              |                |                                |           |        |            |            |
|--------------------------|-----------|----------------|--------------|----------------|--------------------------------|-----------|--------|------------|------------|
|                          | ID        | Name           | Roster Grade | Official Grade | Program and Plan               | Level     |        | Incomplete | Failure    |
| <input type="checkbox"/> | 1 1111111 | JayBaby        | A            | A              | Liberal Arts&Sci Undergraduate | Sophomore | Posted | Note       | Attendance |
| <input type="checkbox"/> | 2 2222222 | JayhawkCrimson | I            | I              | Liberal Arts&Sci Undergraduate | Freshman  | Posted | Note       | Attendance |
| <input type="checkbox"/> | 3 3333333 | StudentJayhawk | F            | F              | Liberal Arts&Sci Undergraduate | Freshman  | Posted | Note       | Attendance |

[Printer Friendly Version](#)

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.

Jayhawk Instructor

Faculty Center Search

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)

**Grade Roster**

**Grade Change Request**

2021 Spring | Regular Academic Session | University of Kansas | Undergraduate

▼ MATH 101 - 1400 (45199)  
College Algebra: \_\_\_\_\_ (Lecture)

| Days and Times    | Room             | Instructor         | Dates                   |
|-------------------|------------------|--------------------|-------------------------|
| MWF 9:00AM-9:45AM | On-line Lawrence | Jayhawk Instructor | 02/01/2021 - 05/14/2021 |

| ID        | Name            | Enrollment Status | Grading Basis  | Official Grade | Reason |
|-----------|-----------------|-------------------|----------------|----------------|--------|
| 1 1111111 | Jay,Baby        | Enrolled          | G11 A-D(+/-)FI | A ▾            |        |
| 2 2222222 | Jayhawk,Crimson | Enrolled          | G11 A-D(+/-)FI | B ▾            | CHGI 🔍 |
| 3 3333333 | Student,Jayhawk | Enrolled          | G11 A-D(+/-)FI | F ▾            |        |

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

[Return to Grade Roster](#) Submit

Instructors have four options for grade change reasons:

Look Up Reason

Search by: Enrollment Action Reason ▾ begins with

Look Up Cancel [Advanced Lookup](#)

**Search Results**

View 100 First 1-4 of 4 Last

| Enrollment Action Reason | Description            |
|--------------------------|------------------------|
| <a href="#">ACMC</a>     | Academic Misconduct    |
| <a href="#">CHGI</a>     | Change from Incomplete |
| <a href="#">CHWG</a>     | Change from WG         |
| <a href="#">INER</a>     | Instructor Error       |

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.

| Student Grade              |                                 |              |                |           | Personalize   Find   First 1-3 of 3 Last |                      |                            |  |
|----------------------------|---------------------------------|--------------|----------------|-----------|--|----------------------|----------------------------|--|
| ID                         | Name                            | Roster Grade | Official Grade | Level     | Posted                                   | Incomplete           | Failure                    |  |
| <input type="checkbox"/> 1 | <a href="#">Jay.Baby</a>        | A            | A              | Sophomore | Posted                                   | <a href="#">Note</a> | <a href="#">Attendance</a> |  |
| <input type="checkbox"/> 2 | <a href="#">Jayhawk.Crimson</a> | I            | B              | Freshman  | Posted                                   | <a href="#">Note</a> | <a href="#">Attendance</a> |  |
| <input type="checkbox"/> 3 | <a href="#">Student.Jayhawk</a> | F            | F              | Freshman  | Posted                                   | <a href="#">Note</a> | <a href="#">Attendance</a> |  |

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

**Lawrence Campus**

[studentrecords@ku.edu](mailto:studentrecords@ku.edu)

(785) 864-4422

**KU Medical Center**

[kumcregistrar@ku.edu](mailto:kumcregistrar@ku.edu)

(913) 588-7055