

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 a paper Change of Grade form with the appropriate signatures. 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- Student is withdrawn from the class
- 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
		MATH 101-1150 (41750)	College Algebra: (Lecture)	1	MWF 8:00AM - 8:45AM	On-line Lawrence	Feb 1, 2021- May 14, 2021
		MATH 101-1200 (41751)	College Algebra: (Lecture)	0	MWF 8:00AM - 8:45AM	On-line Lawrence	Feb 1, 2021- May 14, 2021
		MATH 101-1400 (45199)	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

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status

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

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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
ACMC	Academic Misconduct
CHGI	Change from Incomplete
CHWG	Change from WG
INER	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					Roster Grade	Official Grade	Personalize Find First 1-3 of 3 Last			
ID	Name	Roster Grade	Official Grade	Level	Posted	Incomplete	Failure			
<input type="checkbox"/> 1	1111111 Jay.Baby	A	A	Sophomore	Posted	Note	Attendance			
<input type="checkbox"/> 2	2222222 Jayhawk.Crimson	I	B	Freshman	Posted	Note	Attendance			
<input type="checkbox"/> 3	3333333 Student.Jayhawk	F	F	Freshman	Posted	Note	Attendance			

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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

(785) 864-4422

KU Medical Center

kumcregistrar@ku.edu

(913) 588-7055