
Homewood Grade and Registration Change Guidelines (Revised November 2007)

Letter Grades (A through F)

- Changing letter grades of “A” through “F” to a "Passing" grade is not permissible at any time.
- All other grade change requests (e.g., "B" to "A") are acceptable within one year only. Change requests beyond one year can only be changed as a result of clerical error, and must be accompanied by a written explanation/justification from the course instructor.

Incomplete Grades (I)

The grade of "Incomplete" (denoted by an "I" on the transcript) is reserved for instances in which it is expected that a course's work will be completed in one semester, but for reasons beyond the student's control, the work cannot be completed within that timeframe. Under these circumstances, the student may be assigned a grade of "Incomplete" until a final grade is submitted (or until the "Incomplete" grade becomes permanent).

- Dropping an "Incomplete" grade from the transcript is not permissible at any time.
- Changing an “Incomplete” grade to a final grade (“A” through “F”, “Pass”) may be done by the instructor within one year without Dean's Office approval by submitting an official *Grade Change Form* directly to the Office of the Registrar.
- If the “I” grade is not resolved after one year, the student must submit an *Incomplete Grade Extension Request Form* to the cognizant dean (the KSAS Dean for Research and Graduate Education or the WSE Associate Dean for Education) to receive a one-semester extension. The form may be submitted no later than the last day of the second semester following the one during which the student initially enrolled in the course. (For example, if the student received the “Incomplete” for a Spring 2008 course, the extension form must be submitted by the last day of the Spring 2009 semester to extend the “Incomplete” through the Fall 2009 semester.) During that additional semester, the instructor may submit an official *Grade Change Form* to the cognizant to assign a final grade.
- If the “Incomplete” grade remains after one year and the student does not submit an *Incomplete Grade Extension Request Form*, the “Incomplete” grade becomes permanent and cannot be changed.
- If the student successfully submits an *Incomplete Grade Extension Request Form* but then fails to finish the course before the stated extension deadline, the “Incomplete” grade becomes permanent and cannot be changed.

- Under special circumstances, students may submit multiple *Incomplete Grade Extension Request Forms* for the same course.

In-Progress Grades (IP)

The "In-Progress" grade (denoted by an "IP" on the transcript) is reserved for classes in which it is expected that the assigned work will require more than one semester to be completed, but the class itself will meet for only one semester. (These are usually graduate seminar courses for which the final product is a major paper.) Students work independently to complete course requirements, at which point, a final grade is assigned.

- Dropping an "In-Progress" grade is permissible only with the approval of the instructor and the Dean's Office.
- An instructor may Change an "In-Progress" grade to a final grade ("A" through "F", "Pass") at any time before the student's departure without Dean's Office approval by submitting an official *Grade Change Form* directly to the Office of the Registrar.

Missing Grades (MR, X)

All instructors have a certain amount of time following the end of the finals period to assign a final grade for all students. A "Missing" grade (denoted by an "MR" or an "X" on the transcript) appears if the instructor has not submitted a grade within that timeframe.

- An instructor may submit an official *Grade Change Form* directly to the Office of the Registrar to change a "Missing" grade to a final grade.
- Dropping a "Missing" grade from the transcript is not permissible.
- Changing a "Missing" grade to an "Audit" is not permissible at any time.

Audit (AU)

- Changing a course registration from "Audit" [student receives no letter grade] to "Credit" [student receives letter grade], or from "Credit" to "Audit" is permissible during the Office of the Registrar's official add/drop dates. Registration changes beyond this deadline are not permissible.
- Changing a final grade ("A" through "F", "Pass"), "Incomplete" grade, "In-Progress" grade or "Missing" grade to "Audit" is not permissible at any time.

NOTE: No changes can be made to a student's transcript after he/she graduates or withdraws from an academic program. What appears on the transcript at that time will become the student's permanent record.