

Changing Grades

Responsible Unit: Academics, Vice President's Office

Reference: [Rules of the KCTCS Senate, Section V: 3.0.6](#)

Date Approved: December 2005

Date Revised: August 2016

An individual faculty member may change a grade once it has been reported to the Registrar's Office within one year of the date of the original grade by forwarding to the Registrar a copy of the grade change form. [Special Circumstance Grade Report forms](#) are available from the Division Office Manager. Reports of all grade changes are signed by the faculty member, Division Assistant Dean, and Dean before forwarding to the Registrar's office.