



Change of Grade for Graduate K Grades (course in progress)

K grade for 900 through 925 house numbered courses and graduate level English writing project courses (e.g. ENGL 501, 604, & 609): the grade of K is awarded by the instructor for each term when the course continues for longer than one term. Once the course is completed the K grades are replaced with permanent non-K grades appropriate to the grading scheme for the course.

This is a controlled form to be filled out by the instructor. It can be e-mailed to the appropriate Degree Counselor at the Graduate Student Academic Services Office, or submitted in person to Administration 316.

TO BE FILLED OUT BY THE INSTRUCTOR

STUDENT'S LAST NAME	STUDENT'S FIRST NAME	MID. INITIAL

STUDENT IDENTIFICATION NUMBER

COURSE SUBJECT	COURSE NUMBER	FINAL GRADE

INSTRUCTOR'S PRINTED NAME	CONTACT (EMAIL OR PHONE)

INSTRUCTOR'S SIGNATURE	DATE

TO BE FILLED OUT BY GRADUATE COLLEGE STAFF

TERM	SECTION #	UNITS

For GSAS Office Use Only

DGCK TERM	TOTAL UNITS	PROCESSED BY	DATE