**Center for Student Involvement**

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Grade Check Process:

All members must complete the grade check consent form on OrgCentral prior to finals week each semester. Forms are required one per student, per organization requesting grade checks.

* Grade Check Consent Form: <https://k-state.campuslabs.com/engage/submitter/form/start/293451>

All members must be listed on organizations roster.

Roster must be updated prior to the week prior to finals week each semester.

Grade Check Reports can only be requested by the President of the organization and they must be listed on the OrgCentral roster as such.

* Organization Grade Check Request Form: <https://k-state.campuslabs.com/engage/submitter/form/start/293852>

Grade Check Reports must be requested no more than four weeks after the end of the semester and no sooner than four weeks prior to the end of finals

* Bulk grades are received from the Office of the Registrar and manually sorted by the Center for Student Involvement.
* Grade Reports will include, Member information, Member consent choice, Hours enrolled, Points earned, Semester GPA, Cumulative GPA and last semester enrolled.
* Grade reports sample, <https://ksuemailprod-my.sharepoint.com/:x:/g/personal/aldouglass_ksu_edu/EUcUJYWMFwREhOxr9puBoLYBY2clbfTclAtx2g7xm2G4wA?e=BRb3ag>
* Reading the Report,
  + N/A, means no grade information was available.
  + Highlighted Yellow, means the student is listed more than once on the roster or has more than one designation on your organization roster.
  + Highlighted Red, means alumni members and advisors.
* Organizations may only request an updated report only once per semester.

Sharing Grade Report Information:

* Individual members have completed a Grade Check Consent Form via OrgCentral in order to grant permission to share their grades with the identified parties within the form (as selected by the person completing the form). When students self-select the Student Organization Leadership recipient, it grants the CSI permission to share their grades with you as chapter president. Other leaders or parties should NOT see individual grades. **Do not email them or post them in your chapter facility (even with just WID information). Further, this information should not be shared with any local or national organization (including the Fraternities & Sororities office) as they receive a report of those students who allow for their grade information to be shared with them specifically.** Please review FERPA information at <http://www.k-state.edu/registrar/faculty-staff/ferpa/>. There is a self-assessment you can take to better understand the guidelines.