

## ***Student Policy - Final Grade Change***

### **Policy:**

It shall be the policy of Bismarck State College to have rules and regulations governing the changing of final grades which assure fairness and consistency.

### **Reasons:**

Submitted grades, except grades of incomplete, are final and may only be changed by the instructor to correct human error or fraud (plagiarism or cheating) or an extenuating circumstance. Grades may not be changed for students submitting additional work or materials past the last day of course.

### **Final Grade Change:**

1. Course instructors may change final grades, on their own authority, within the limits of this policy, through the end of the next regular semester after a course is taken. Reasons for the change must be documented on the final grade change form or email.
2. Course instructors may change final grades if a student had an extenuating circumstance that is identified in the Student Policy – Incomplete Course.
3. In the absence of the course instructor, the Department Chair or appropriate Academic Dean will complete the final grade change form.
4. Course instructors may change final grades, within the limits of this policy, two or more regular semesters after the course is taken with the approval of the Department Chair and the appropriate Academic Dean. Reasons for the change must be documented on the final grade change form or email.
5. Summer session is not defined as a regular semester for the purposes of this policy.
6. Grades cannot be changed to a withdrawal (W) or an audit (AU) as those are not grade options. They are administrative procedures initiated by the student, not the instructor.
7. If the change of a final grade impacts academic standing and academic honors, the update will be reflected on the student's transcript.

### **Procedures:**

In accordance with the regulations provided above, instructors should provide final grade change.

## **Reference:**

BSC CORE Portal > Departments > Academic Affairs > Faculty Resources > Grading

## **History of This Policy:**

First policy draft April 9, 1990.

Revisions - October 22, 1991; September 1, 1992; June 6, 1998; approved by the Faculty Senate on October 4, 2012, reviewed by the Operations Council on October 24, 2012 and approved by the Executive Council on November 13, 2012. Reviewed by the Operations Council on April 10, 2013, and approved by the Executive Council on April 29, 2013; October, 21 2013, September 8, 2016; requested changes on February 6, 2018 by the Grade Appeals Committee, approved by the Faculty Senate on April 5, 2018, reviewed by the Operations Council on May 9, 2018 and approved by the Executive Council on May 9, 2018.