

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). 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. In the absence of the course instructor, the Department Chair must complete the final grade change form.
3. 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 Chairperson and the appropriate Academic Dean. Final grade changes for Energy Division courses will need approval of the Department Chair and Dean of NECE. Reasons for the change must be documented on the final grade change form or email.
4. Summer session is not defined as a regular semester for the purposes of this policy.
5. 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.
6. 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 changes using one of the following methods:

Note: If an instructor has five or more final grade changes per class they must be submitted using the final grade change form rather than an email.

1. Final Grade Change Form

- Located on BSC CORE Portal>Departments>Academic Affairs>Faculty Resources>Grading
- All information must be filled in and an instructor's signature is required.
- This form can be forwarded:
 - Fax: 701.224.5643
 - Mail: BSC ~ Attn: Academic Records ~ P O Box 5587 ~ Bismarck ND 58506 or
 - Dropped off at the Academic Records Office: Schafer Hall ~ Room 135
 - Email to bsc.records@bismarckstate.edu (A request from a non-BSC email account will not be honored. A separate file will need to be submitted for each student.)

2. Final Grade Change email

- **Due to FERPA regulations, Academic Records will only accept requests from a BSC email account. A request from a non-BSC email account will not be honored.** If you do not know your BSC email account log-in information please contact the BSC Computer Help Desk at 701.224.5442 and they will assist you.
- A separate email will need to be submitted for each student whose grade is to be changed.
- **Do not include the student in the email.** This is in violation of FERPA. If the student would like to be notified when the grade change(s) have been completed you can email them separately, after you receive the confirmation from Academic Records that the grade change has been made. When emailing the student, please instruct them to view their grade change within CampusConnection via their unofficial transcript. Do not refer to any course or grade information in the email.
- Subject Line should state only **Grade Change**
- The following pieces of information must be included in the email.
 - **Student name (EX: John Doe)**

- **Student ID # (EX: W1234560)**
 - **Semester for grade change (EX: Fall 2012)**
 - **Course Name (EX: Applied Math)**
 - **Catalog # (EX: ETST 242)**
 - **Class # (EX: 12235)**
 - **Credits: (EX: 3 credits)**
 - **Grade change information (EX: change “C” to “B”)**
 - **Reason for Grade Change (must be documented)**
- Send the email to bsc.records@bismarckstate.edu

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.