

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.

Limits and Regulations:

1. Grades recorded and posted by the instructor in CampusConnection at the end of the course, except an incomplete, are considered final.
2. Grades may not be changed for students submitting additional work, exams, or materials past the last day of course.
3. Grades may be changed by the instructor to:
 - a. Correct human error (Error in computation, transcription or where some part of the student's work has been unintentionally overlooked)
 - b. Fraud (plagiarism or cheating)
 - c. An extenuating circumstance beyond the student's control.
Instructor may also request documentation supporting the extenuating circumstance.

Extenuating circumstances may include:

| Reason | Documentation that may be requested by instructor |
|---------------------------------|--|
| Medical | Letter from the Medical Physician on official letterhead listing specific dates and ability/inability to complete and/or attend class(es). |
| Military | Orders listing dates of activation |
| Death of Immediate Family | Funeral Service Bulletin showing relationship to deceased. Immediate family members include spouse/partner, children, step-children, foster-children, parent(s), step-parent(s), foster parent(s), sibling(s), , grandparent(s), grandchildren, and in-law(s). |
| Natural Disaster (personal) | Official newspaper article from area in residence. |
| Natural Disaster (work related) | Letter on official letterhead from employee's supervisor or employer's human resource department. |

4. Course instructors may change a final grade within the limits of this policy:
 - a. On their own authority through the end of the next regular semester after a course is taken.
 - b. With the approval of the Department Chair and Academic Dean two or more regular semesters after the course is taken

Reasons for the change must be documented.

5. In the absence of the course instructor, the Department Chair or Academic Dean will complete the final grade change.
6. Summer session is not defined as a regular semester for the purposes of this policy.
7. Grades cannot be changed to a withdrawal (W) or an audit (AU) as those are not grade options.
8. If the change of a final grade impacts academic standing and academic honors, the update will be reflected on the student's transcript.
9. Grade changes cannot be submitted for a student who has graduated. Once graduated, a student's record cannot be altered for the completed degree. If the student begins a new program, grade changes can be submitted for courses taken towards the completion of the new degree.
10. A student who wishes to appeal a final grade, if the grade assigned is perceived to be inaccurate or unwarranted, should consult the Student Policy – Student Grievance and Appeal. The student bears the burden of providing sufficient evidence demonstrating justification for changing a grade.

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; reviewed by Campus Council on June 9, 2021 and approved by the Executive Council on July 1, 2021.

BSC Procedure – Final Grade Change

In accordance with the regulations provided in Student Policy – Final Grade Change, instructors should provide the final grade change.

1. It is identified that a grade needs to be changed due to:
 - a. Correct human error (Error in Computation, transcription or where some part of the student’s work has been unintentionally overlooked)
 - b. Fraud (plagiarism or cheating)
 - c. Extenuating circumstance beyond the student’s control
 - i. instructor may request documentation supporting the extenuating circumstance.

2. The instructor submits the [Final Grade Change](#) form by providing the following:
 - a. Input Student ID This form only works if the student is a current student, if student name does not populate refer to the [Final Grade Change Email instructions](#) located on the BSC Core.
 - b. Semester the course was taken
 - c. Subject, Catalog and Class Number (e.g. MATH 103 #12345)
 - d. Credit of course
 - e. Initial grade issued
 - f. Grade Change
 - g. Last date of attendance if needed
 - h. Reason for change: This should be detailed information to fully explain and justify why the grade is being changed.

3. The Academic Records office receives the form and will secure additional signatures if necessary, from the Department Chair, Academic Dean, and/or Vice President for Academic Affairs.

4. Academic Records Office will enter the final grade in CampusConnection and reviews student’s academic standing and/or academic honors to make updates as necessary.
 - a. Student will be notified of any grade, academic standing and/or academic honors changes.

5. If a student wishes to appeal a grade provided by the instructor, they should request a Grade Appeal.

Reference:

- BSC CORE Portal > Departments > Academic Affairs > Faculty Resources > [Grading/Incompletes/Grade Changes](#)
- BSC Policy: Student Policy – Final Grade Change