PROCESS FOR FINAL GRADE CHANGE

There are two options to submit a grade change

*If you have more than 5 grade changes per class please submit the grade change form rather than an email.*

1. Grade Change form
   - Located on G:\GROUP\STAFF\FORMS\Student Records\Grade Change Forms.doc
     
     Note: If you do not have access to G: please email bsc.records@bismarckstate.edu to request the form.

   - All information must be filled in and an instructor’s signature is required at the bottom.

   - 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

2. 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 Computer Help Desk at 701.224.5442 and they will assist you.

   - A separate email will need to be submitted for each student.

   - *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 me 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 2010)
     - Course Name (EX: Applied Math)
     - Catalog # (EX: ETST 242)
     - Class # (EX: 12235)
     - Grade change information (EX: change “I” to “B”)

   - Forward the email to bsc.records@bismarckstate.edu

Note: If final grade changes need to occur two or more regular semesters after the course is taken, Department Chair approval will also be required.

Changing Final Grade Policy can be found online at: [http://www.bismarckstate.edu/staff/humanresources/policiesprocedures/studentpolicies/](http://www.bismarckstate.edu/staff/humanresources/policiesprocedures/studentpolicies/)