
CHANGES IN AWARDED GRADES

PURPOSE: The policy describes the conditions under which final grades may be changed and the procedure by which such changes are implemented.

I. Policy Statement

- A. **Changes in Awarded Grades:** Once grades are received by the Registrar's Office, they are considered to be final. Petitions to change a letter grade may be initiated by the student or the instructor by completing the "Grade Change or Removal of Incomplete" form.

Changes in awarded grades shall be signed by the instructor and the department chair and forwarded to the Registrar's Office. The student has the right of appeal to the appropriate body if a change of grade request is denied (see section C of this policy).

- B. **Special Provisions for Changing an Incomplete Grade:** The grade of Incomplete (I) may be given in cases where the student's work has been satisfactory up to the last three (3) weeks of the semester. For grades of Incomplete (I) granted Fall 1995 or after, the student and faculty member will develop and sign a contract outlining what must be completed by the student. The instructor will maintain a copy, the student will receive a copy and the original will be submitted with the final grade to the Registrar's Office. The student will have one year to complete the work or the grade will automatically be changed to an "F." Students may not remove an incomplete by re-enrolling in the course. A grade of "I" can be changed to a "W" only with the approval of the University Appeals Committee.

Grades of Incomplete (I) awarded prior to Fall 1995 will not automatically change to a grade of "F" after one year. The grade of "I" can remain on the student's record until mid-semester of the student's next term of enrollment at which time the Registrar's Office will notify the faculty member of the outstanding incomplete grade and request that a grade be awarded.

The instructor initiates a change of grade from incomplete by submitting to the Registrar's Office a "Grade Change or Removal of Incomplete" form.

- C. **Procedures for Contesting an Awarded Grade:** If a student receives a grade he or she believes to be unjust in a given course at Boise State University, the student has the right to contest the grade. The procedure is outlined in policy [BSU 3130](#).

II. Responsibility for Implementing, Monitoring and Enforcing the Policy and Procedures

The Registrar's Office is responsible for monitoring and enforcing the submission of change of grades and instructor's report of incomplete forms.

Department chairs or deans of appropriate colleges are to countersign all change of grade forms with the exception of Removal of Incomplete forms which require instructor signature only.