



**BOISE STATE UNIVERSITY**

University Policy 3180

## Changes in Final Grades

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### **Effective Date**

July 1979

### **Last Revision Date**

May 2020

### **Responsible Party**

Provost and Vice President for Academic Affairs, (208) 426-1212  
Office of the Registrar, (208) 426-4249

### **Scope and Audience**

This policy applies to all University students.

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### **1. Policy Purpose**

To describe the procedure and conditions under which final grades may be changed.

### **2. Policy Statement**

Grades are considered final when the grade due date has passed for the semester. All grade changes after this date must be submitted by the instructor of record.

### 3. Changes in Final Grades

- a. Students may initiate a change in final grade request with the individual instructor of record. If a change in final grade request is denied, the student may appeal the denial as outlined in Section 3.3 of this policy.
- b. The instructor of record may change a letter grade by completing a Grade Change card. Required approval signatures on the card include the official instructor of record and the Department Chair for the department offering the course.

### 4. Changes in Incomplete Grades

- a. At the discretion of the instructor, a grade of Incomplete "I" may be given when either 80% of the course or 80% of the coursework has been completed.
- b. Students have one year to complete the coursework, or the grade is automatically changed to an "F."
- c. Students may not remove an incomplete by re-enrolling in the course. Students currently enrolled in a course in which they have received a previous "I" grade will be administratively dropped from the course.
- d. A grade of "I" can be changed to a "W" only with the approval of the University Appeals Committee.
- e. Grades of "I" awarded prior to Fall 2005 for undergraduate courses and prior to Fall 2007 for graduate courses will not automatically change to a grade of "F" after one year.

### 5. Appealing a Final Grade

If a student receives a final course grade that the student believes was inaccurately reported or unjust, the student has the right to appeal the grade as outlined in University Policy 3130 (Grade Appeal).

## 6. Related Information

University Policy 3130 (Grade Appeal)

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## Revision History

July 1995; November 2001; March 2014; May 2020