



BOISE STATE UNIVERSITY

University Policy 3180

Changes in Final Grades

Effective Date

July 1979

Last Revision Date

August 02, 2024

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.

1. Policy Purpose

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

2. Policy Statement

Boise State University considers grades as final when the grade due date has passed for the semester. All grade changes after this date must be submitted by the official instructor of record or department chair if the instructor is not able to complete the change. The department chair may change the final grade on behalf of the instructor only after documented attempts to contact the instructor are unsuccessful. Such grade changes on behalf of the instructor require the approval of the associate dean or designee.

3. Process

- a. A Student may initiate a request for a change in final grade with the official instructor of record. If the student's efforts to contact the official instructor of record are unsuccessful, the student may contact the department chair. If a request for a change in final grade is denied, the student may appeal the denial as outlined in section 4 of University Policy 3130 (Grade Appeal).
- b. The official instructor of record, or department chair, may change a letter grade to another letter grade by completing a Grade Change request through the online form. Required approvals include both the official instructor of record and the department chair, or the department chair and the associate dean, for the department offering the course.
- c. The official instructor of record, or department chair, may change an Incomplete grade to a letter grade by completing a Grade Change request through the online form. Required approval of an Incomplete to a letter grade is the official instructor of record, or the department chair and the associate dean.

4. 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 (1) year from the end of the term in which they received the grade of "I" to complete the coursework or the grade is 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 an "I" in a previous semester 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 are not impacted; such grades were retained as a grade of "I".

5. Appealing a Final Grade

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

6. Related Information

University Policy 3130 (Grade Appeal)

Revision History

July 1995; November 2001; March 2014; May 2020; August 02, 2024