

# Grades and Grading

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## Grade Changes

With the exception of incomplete grades, a course grade issued by an instructor and recorded on an academic record is considered final. For the student who has reason to believe the grade issued is incorrect, the student must initiate a request for a change of a grade with the instructor within fifteen (15) instructional days of the first day of the semester immediately following the semester in which the grade was assigned. For Spring Semester courses, the request may be made within fifteen (15) instructional days of the start of Fall Semester, if the student is not enrolled for the summer term. If deemed appropriate, the instructor may submit a change of grade to the Office of Registration and Records via a **Grade Reporting Form**. Grade changes may only be considered for students who have not yet earned a degree.

## Grade Appeals

If resolution is not reached through a standard grade change inquiry and within the time frame outlined in the Grade Changes section, a student may pursue a grade appeal. The Grade Change Appeals Board may be utilized only after the student has exhausted possible appeal routes within the academic department and college offering the course. A grade appeal is deemed formally initiated when the student presents the Grade Appeal Form ([https://www.ndsu.edu/fileadmin/provost/Forms/Grade\\_Appeal\\_Form.pdf](https://www.ndsu.edu/fileadmin/provost/Forms/Grade_Appeal_Form.pdf)) to the instructor. If there is an unsatisfactory decision, the student must consult the department head/chair, and the dean or a designated college committee, proceeding from one level to the next only after an unsatisfactory decision of the conflict at that level. In the event that the instructor is also the department head or dean, he or she need only be consulted in the capacity of instructor. In the event of an unsatisfactory decision within the college, the student may submit the formal written appeal to the Grade Appeals Board Chair. Such an appeal shall be made within fifteen (15) instructional days after conclusion of the college proceedings as stated above.

The full Grade Appeals policy (section 337) (<https://www.ndsu.edu/fileadmin/policy/337.pdf>), which includes hearing procedures, is available on the NDSU Policy (<https://www.ndsu.edu/policy/>) web site. Grade appeals only may be considered for students who have not yet earned a degree. If a student is in their final semester of enrollment pending a degree completion, the student has fifteen (15) instructional days to initiate a grade request.