



Chapter 4—Academic Affairs

AP 4231 – Grade Changes

Reference: Education Code 76224 and 76232; Title 5, Section 55025

Changing grades:

- The Instructor of the course shall determine the grade to be awarded to each student.
- The determination of the student’s grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. “Mistake” may include, but is not limited to, errors made by an instructor in calculating as student’s grade, and clerical errors. “Fraud” may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.
- The removal or change of an incorrect grade from a student’s record shall only be done pursuant to Education Code 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.
- In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the Academic Senate Standards Sub-Committee, in response to the filing of a Grade Appeal Form.
- The course instructor will be consulted as part of the review process by the Academic Senate Standards Sub-Committee. The Academic Senate Standards Sub-Committee must, within 30 days of receipt of the student’s request, render a decision on the student’s request.
- If the student does not accept the ruling of the Academic Senate Standards Sub-Committee, he/she may request a hearing (closed session) before the Board of Trustees. The Board of Trustees, within 30 days of receipt of an appeal shall either sustain or deny the appeal request. The Board of Trustees’ decision shall be final.

Security of Grade Records:

- The District shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any computerized grade data storage system.
- The measures implemented by the District shall include, but not necessarily be limited to, password protection for all student grade data bases, locking mechanisms for computer stations from which student grade data bases can be viewed, and strict limits on the number of persons who are authorized to change student grades.
- Persons authorized to change grades shall be designated by the Registrar. No more than three District employees at each college may be authorized to change student grades. Only regular full-time employees of the District may be authorized to change grades. Student workers shall not have access to grade records, and student workers may not change grades at any time.



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- Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Registrar immediately. The Registrar shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.
- If any student's grade record is found to have been changed without proper authorization, the District will notify (1) the student; (2) the instructor who originally awarded the grade; (3) any educational institution to which the student has transferred; (4) the accreditation agency; and (5) appropriate local law enforcement authorities.
- Whenever a grade is change for any reason, corrected transcripts will be sent to any educational institution to which a student has transferred.
- Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.

Students seeking a grade change should first contact the instructor of the course. If the instructor does not agree with the grade change request, the student should submit the Grade Appeal form.

Revised: 12/15/2008; 12/17/2007; 12/01/2006

Adopted: 7/21/2004