

**BP 4231 GRADE CHANGES**

**References:**

Education Code Sections 76224 and 76232  
Title 5, Section 55025

The Chancellor shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- ❖ Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- ❖ Procedures for students to challenge the correctness of a grade.
- ❖ The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- ❖ Limitations on access to grade records and grade storage systems.
- ❖ Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
- ❖ Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

Also see BP 3310 titled Records Retention and Destruction, AP 4231 titled Grade Changes, and BP/AP 5040 titled Student Records.

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Date Approved: December 9, 2008

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Education Code Sections 76224, and 76232;  
Title 5 Section 55025

The instructor of record shall determine the final grade to be awarded to each student. In the absence of mistake (which may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors), fraud, bad faith or incompetence, the instructor, by way of an access code, is the only person in the District authorized to access electronic student records to record or change a grade. For security purposes, instructors shall not give their access codes to any other District employees.

**REQUESTS FOR GRADE CHANGES**

If a student requests a grade change from the instructor, provisions shall be made to allow another faculty member to substitute for the instructor if:

The student has filed a discrimination complaint, which has been substantiated by an investigation conducted by the Department of Diversity, Equity & Compliance;

The instructor is not available; or,

The district determines that it is possible that there may have been gross misconduct by the original instructor.

In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the College Chief Academic Officer, or designee, in consultation with the Academic Senate of the College, or designee.

Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record.

The student has one year following the term in which the grade was recorded to initiate a request for change of grade. After the one year, the grade is no longer subject to change.

The removal or change of an incorrect grade from a student's record shall only be 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.

When grade changes are made in accordance with the District's policy on course repetition and academic renewal, appropriate annotations of any course repeated shall be entered on the student's permanent academic record in such a manner that all work remains legible, ensuring a true and complete academic history.

Students may file a grievance regarding the denial of a request for a grade change by following the grievance procedures outlined in AP 5520.

The District has in place a network security system, such as a firewall and an intrusion detection system, to prevent outsiders from hacking into the system and accessing student grades. The system detects any attempts to send probing inquiries or to break into the system and immediately notifies network employees. Network employees will immediately investigate to determine the source of the attempt and notify the proper parties, (District Police, Chief Academic Affairs Officer, Instructor, etc.). If a student's grade record, or the District's grade record system, is accessed by an unauthorized source, the District will immediately notify the student and faculty involved, as well as any transfer institutions or accreditation agencies and necessary law enforcement agencies, who will take appropriate action.

Office of Primary Responsibility: Vice Chancellor, Educational Services

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