

## **Grade Change**

**Administrative Procedure (AP 4231)**

**A grade change must be initiated within one year of the original grade posting. If a student wants to challenge or appeal a grade, it must be done through the Student Rights and Grievance process (AP 5530). All decisions of the appeal process are final and must be signed by the Chief Instructional Officer and the Division Chairs.**

### **Changing Grades:**

1. 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. The instructor must assign a grade to a student by the established Admission & Records deadline. This AP applies to an assigned grade of INCOMPLETE or under any of the following circumstances:
  - a. Mistake: may include, but is not limited to, errors made by an instructor in calculating a student's grade and/or clerical errors.
  - b. 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.
  - c. Bad Faith: the conscious doing of wrong because of dishonest purpose.
  - d. Incompetence: the lack of legal qualification for fitness.
2. In case of clerical error made by a staff member in Admissions and Records, authorized to enter or change grades, an appeal should be made to the instructor and/or Registrar.
3. The removal or change of an incorrect grade from a student's record shall be pursuant to Education Code 76232 and AP 5530 that ensures the student shall be afforded an objective and reasonable review of his/her requested grade change.
4. Provisions shall be made to allow another faculty member to substitute for an instructor in the established review process under the following conditions:
  - a. If the student has filed a discrimination complaint against the instructor who initially assigned the grade.
  - b. If the instructor who assigned the grade cannot be contacted within 60 days of the requested grade change being filed by the student.
5. In the case of fraud, bad faith or incompetence, the final determination concerning removal or change of a grade will be made and signed off by the Chief Instructional Officer and the Division Chairs.

6. In all cases, the instructor who first awarded the grade will be given written notice of the change.

**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 the following:

1. Password protection for all student grade data bases.
2. Locking mechanisms for all computer stations from which student grade data bases can be viewed.
3. Strict limits on the number of persons who are authorized to change student grades.
4. Persons authorized to change grades *in* the grade data system shall be designated by the Registrar. Only those designated employees of the District may be authorized to change grades. Student workers may not change grades at any time.
5. 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.
6. If any student's grade record is found to have been changed without proper authorization, the District will notify the following:
  - a. The student
  - b. The instructor who originally awarded the grade
  - c. Any educational institution to which the student has transferred
  - d. The accreditation agency
  - e. Appropriate local law enforcement authorities
7. Whenever a grade is changed for any reason, and a student makes a request, the corrected transcripts will be sent to other educational institutions.
8. 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.

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