

AP 4231 Grade Changes

Reference:

*Education Code Sections 76224, 76232
Title 5 Section 55760*

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 incompetency. "Mistake" may include, but is not limited to, errors made by an instructor in calculating a 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.

In the case of a mistake or error in the calculation of the final grade, the grade can only be changed or removed by authorization of the instructor of the course or in the case where the instructor cannot be reached, by the authorization of the appropriate division chair. In the case of fraud, bad faith, or incompetence, the final decision to change the grade will be made by the Board of Trustees upon recommendation of the Vice President of Instruction. In all cases, the instructor who first awarded the grade will be given written notice of the change.

The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code 76232.

Students who believe a grade awarded is incorrect should discuss the grade first with the instructor of the class. If the problem is not resolved at that level, the student should discuss the problem with the Vice President of Student Services, who may call an informal meeting with the student and instructor present. If it is not possible to resolve the problem in these discussions, the student may file a formal grievance with the Vice President of Student Services. Student Complaints/Grievance Process is described in the College Catalog/Student Handbook.

When a grade given in error has been corrected, the incorrect grade shall be expunged from the student's permanent record.

In cases where the faculty member has determined that the grade currently posted for a student is in error or does not accurately reflect the achievement of the student in the course, the faculty member will be required to initiate the grade change process following established college procedures. The Grade

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Change Form can be obtained through the Registrar's Office or on the [Faculty Resources](#) page of the College website.