

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 incompetence. "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 Vice President of Instruction. In the case of fraud, bad faith, or incompetence, the final decision to change the grade will be made by the superintendent/President 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 Instruction, 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 Instruction. 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 Change Form can be obtained through the Registrar's Office or on the Faculty Resources page of the College website.

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 Director of Admissions and Records/Registrar. No more than five District employees 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.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Director of Admissions and Records/Registrar immediately. The Director of Admissions and Records/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 changed 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 subject to discipline in accordance with District policies and procedures.

Any person 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 without having jurisdiction over the college where the incident occurred.