



## **AP 4231 GRADE CHANGES**

### **References:**

Education Code Sections 76224 and 76232;  
Title 5 Section 55025

### **Determination of Final Grades**

The instructor of record for the course shall determine the grade to be awarded to each student. The Evidence/Records of Achievement shall justify the final grade assigned. The grade assigned shall be considered to be final and is not subject to reconsideration, in the absence of mistake, fraud, bad faith, or incompetency. Each instructor of record may be expected to explain a grade to a student who makes inquiry.

The instructor of record shall report final semester grades to Admissions & Records by the deadline given by Admissions & Records.

### **Student Initiated Grade Change Requests**

For student initiated requests for grade changes see AP 5530 Student Rights and Grievances.

AP 5530 Student Rights and Grievances requires that a student first request a grade change from the instructor. It also details the provisions to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available, or where the District determines that it is possible that there may have been gross misconduct by the original instructor.

In all cases, the instructor who first awarded the grade will be given written notice if a change of grade is made.

Student requests for grade changes will only be accepted for grades recorded within the previous calendar year. The exception to this would be academic renewal which would have no time limit. (See BP/AP 4240 Academic Renewal)

### **Faculty Initiated Grade Changes**

Faculty initiated grade changes must be submitted to Admissions & Records with an accompanying written justification for the grade change from a lower to a higher grade. Requests for changing a grade from a higher to a lower grade are prohibited except for exceptional circumstances that must be documented.

Grade changes are not permitted based on coursework submitted after the end of the course. (See BP/AP 4230 Grading and Academic Record Symbols)

The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code Section 76232 or by an alternative method that ensures that



each student shall be afforded an objective and reasonable review of the requested grade change.

Faculty initiated grade changes will only be accepted for grades recorded within the previous calendar year.

All grade changes must be clearly indicated on the student's educational record in such a way that the original grade remains visible.

### **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 Chief Student Services Officer or designee. No more than eight 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 Chief Student Services Officer or designee immediately. The Chief Student Services Officer or designee 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 having jurisdiction over the college where the incident occurred.

Also see BP 3310 Records Retention and Destruction, BP/AP 5040 Student Records, and AP 5530 Student Grievance Procedures

---

**Date Approved:** December 9, 2015