

3
4 **GRADE CHANGES**
5

6 **Changing Grades**

7 No individual or group, whether acting on a grievance or in some other manner, has the authority
8 to change a grade determined by an instructor unless persuasive evidence is presented by the
9 student in accordance with the provisions as outlined in the law.

10
11 Accordingly, students are advised not to initiate an appeal involving grades unless it is
12 accompanied by persuasive evidence of mistake, fraud, bad faith, or incompetence. "Mistake"
13 may include, but is not limited to errors made by an instructor in calculating a student's grade and
14 clerical errors. "Fraud" may include, but is not limited to, inaccurate recording or change of a
15 grade by any person who gains access to grade records without authorization. Procedures for the
16 correction of grades given in error shall include expunging the incorrect grade from the record.

17
18 The removal or change of an incorrect grade from a student's record shall only be done pursuant
19 to Education Code 76232 or by an alternative method that ensures that each student shall be
20 afforded an objective and reasonable review of the requested grade change.

21
22 If the procedure requires that a student first request a grade change from the instructor,
23 provisions shall be made to allow another faculty member to substitute for the instructor if the
24 student has filed a discrimination complaint, if the instructor is not available or where the district
25 determines that it is possible that there may have been gross misconduct by the original
26 instructor.

27
28 In the case of fraud, bad faith, or incompetency, the final determination concerning removal or
29 change of grade will be made by the College President after consultation with the President of the
30 Academic Senate or his/her designee.

31
32 In all cases, the instructor who first awarded the grade will be given written notice of the change.

33
34 Grades will not be changed for any reason or under any circumstances after 36 months from the
35 end of the term in which the grade was assigned.

36
37 **Security of Grade Records**

38 The District shall implement security measures for student records that assure no person may
39 obtain access to student grade records without proper authorization. These measures shall be
40 installed as part of any computerized grade data storage system.

41 The measures implemented by the District shall include, but not necessarily be limited to,
42 password protection for all student grade databases, locking mechanisms for computer stations
43 from which student grade databases can be viewed, and strict limits on the number of persons
44 who are authorized to change student grades.

45 Persons authorized to change grades shall be designated by the Vice President of Student
46 Services. No more than five District employees may be authorized to change student grades.
47 Only regular full-time employees of the District may be authorized to change grades. Student
48 workers shall not have access to grade records, and student workers may not change grades at
49 any time.

50 Any person who discovers that grades have been changed by someone other than the persons
51 authorized to do so shall notify the Vice President of Student Services immediately. The Vice
52 President of Student Services shall immediately take steps to lock the grade storage system
53 entirely while an investigation is conducted.

54 If any student's grade record is found to have been changed without proper authorization, the
55 District will notify 1) the student; 2) the instructor who originally awarded the grade; 3) any

56 educational institution to which the student has transferred; 4) the accreditation agency; and 5)
57 appropriate local law enforcement authorities.

58 Whenever a grade is changed for any reason, corrected transcripts will be sent to any
59 educational institution to which a student has transferred.

60 Any student or employee who is found to have gained access to grade recording systems without
61 proper authorization, or who is found to have changed any grade without proper authority to do
62 so, shall be subject to discipline in accordance with District policies and procedures.

63 Any person who is found to have gained access to grade recording systems without proper
64 authorization, or who is found to have changed any grade without proper authority to do so, shall
65 be reported to the appropriate law enforcement agency having jurisdiction over the college where
66 the incident occurred.

67
68 Also see BP 3310: Records Retention and Destruction and BP/AR5040: Student Records.
69

70
71
72
73
74
75
76
77
78
79
80
81
82
83

84 Reference:
85 Education Code Section 76224, 76232
86 Title 5, Section 55025

87
88
89
90
91
92
93
94
95
96
97
98
99

100
101
102
103
104
105
106
107

108 Approved: February, 2009

109
110
111
112