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4 **GRADE CHANGES**
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6 The Chancellor shall implement procedures to assure the accuracy and integrity of all grades
7 awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- 8 • Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades
9 awarded by faculty shall be final.
- 10 • Procedures for students to challenge the correctness of a grade.
- 11 • The installation of security measures to protect grade records and grade storage systems
12 from unauthorized access.
- 13 • Limitations on access to grade records and grade storage systems.
- 14 • Discipline for students or staff who are found to have gained access to grade records
15 without proper authorization or to have changed grades without proper authorization.
- 16 • Notice to students, faculty, transfer institutions, accreditation agencies and law
17 enforcement agencies if unauthorized access to grade records and grade storage
18 systems is discovered to have occurred.

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20 Also see BP 3310 titled Records Retention and Destruction, AP 4234 titled Grade Changes, and
21 BP/AP 5040 titled Student Records.
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25 **References:**

26 Education Code Sections 76224 and 76232
27 Title 5, Section 55025

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29 **APPROVED: 4/9/09**