

Administrative Procedure 4231 Grade Changes

I. Regulations

- A. 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 (per Education Code Section 76224). "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, intentional inaccurate recording or the change of a grade by any person who gains access to grade records without authorization.
- B. No grade can be changed without written consent by the instructor who assigned the grade (except under the conditions of clerical errors, bad faith, fraud and incompetency).
- C. Grades are not subject to change by reason of a revision of judgement on the instructor's part.
- D. No grade except "Incomplete" may be revised by the instructor based on a new examination of additional work undertaken or completed after submission of final grades.
- E. No grade will be changed later than two years after the calendar date ending the semester (including intersession and summer session) in which the grade was assigned.
- F. Only the instructor is required to sign grade changes from "I" to a grade.

II. Procedural Steps

- A. Instructor completes the "Request for Record Correction Form" and submits it to the divisional dean with the appropriate supporting documentation.
- B. After discussion with the instructor, the Dean makes a recommendation and submits to the Vice Chancellor of Educational Services or designee.
- C. The request is then reviewed and approved or denied by the Vice Chancellor of Educational Services and processed by the College Admissions and Records Office.

III. Security of Grade Records

- A. The District has implemented security measures for student records that assure no one without proper authorization may obtain access to student grade records. These measures are installed as part of the computerized grade data storage system in the enterprise management system, PeopleSoft.
- B. The measures implemented by the District include, but are not necessarily limited to, password protection for all student grade databases, locking mechanisms for computer stations from which grade can be viewed, and strict limits on the number of persons who are authorized to change student grades.

- C. Persons authorized to change grades shall be designated by the Vice Chancellor of Educational Services. No more than six (6) District employees (one at each college in A&R and two at District office A&R) may be authorized to change student grades. Only full-time District employees may be authorized to change grades. Student workers shall not have access to or change grades at any time.
- D. Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Vice Chancellor of Educational Services immediately. The Vice Chancellor of Educational Services will immediately take steps to lock the grade storage system entirely while an investigation is conducted.
- E. 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 known educational institution to which the student has transferred; (4) the accrediting agency; and (5) local law enforcement authorities.
- F. Whenever a grade is changed for any reason, corrected transcripts will be sent to any known educational institution to which the student has transferred.
- G. 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 the District's policies and procedures.
- H. 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.
- I. The correction of an awarded grade shall only be allowed for a student-initiated request brought under the provisions of this procedure.

References:

Education Code Sections 76224 and 76232
Title 5 Section 55025

Approved by the Chancellor: January 31, 2012
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