PERSONS RESPONSIBLE FOR CHANGING GRADES

Reference: Title 5, section 55025 and Chaffey College Administrative Procedure 4231.

Who can change a grade? The instructor of record shall be the only person who can change a grade if it is determined that a clerical error or error in calculation has been made. In the absence of error, incompetence or fraud, all grades are final.

If the instructor of record is unavailable or cannot be located (in most cases these are adjunct faculty who are no longer working at Chaffey), the Instructional Coordinator or Dean can change grades on the Instructor’s behalf. Written consent must be provided by the instructor of record.

Grade Change forms: Students should contact the faculty member directly if they believe a clerical error or error in calculation was made. Once the faculty member verifies the final grade issued and determines that a clerical error or error in calculation has been made he/she may submit a Grade Change Form, either online through the My Chaffey portal or in the Admissions and Records Office on the Rancho campus. The grade is available online within 3 days from the date the grade change was submitted.

NOTE: For security reasons, Grade Change Forms are restricted forms and cannot be photocopied. These forms must be completed online or in the Admissions and Records Office at the Rancho Campus.