Dear Faculty Members:

The Admissions and Records Office has put together this handbook in an effort to assist you with questions regarding Grading and Enrollment. We hope you will find this information helpful. If you have any suggestions for improvement, please do not hesitate to let us know.

**What Does Title 5 Say About Grade Changes?**

Title 5, Section 55025.

(a) In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with this article. The determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence.

(b) For purposes of this section, “mistake” may include, but is not limited to, clerical errors and errors made by an instructor in calculating a student’s grade.

(c) Procedures for the correction of grades shall be consistent with Education Code section 76232 or provide an alternative mechanism which will ensure that students receive a reasonable and objective review of the requested grade change. If the procedure requires the student to first request a grade change from the instructor, provisions shall be made for another faculty member to substitute for the instructor if the instructor is not available, the student has filed a discrimination complaint or the district determines that it is possible there has been gross misconduct by the original instructor.

(d) Procedures shall also include expunging the incorrect grade from the record.

Students who contact the Admissions and Records Office regarding a grade change will be referred to the department coordinator or Student Petition Committee, as appropriate.