



BP 4231 Grade Changes

The Superintendent/President shall establish procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall also address:

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

Grades given for any course are determined by the instructor, and in the absence of mistake, fraud, bad faith, or incompetence, shall be final.

Grade changes shall be made within two years following the semester in which the grade was recorded. After the two-year limit, a student may no longer petition for a grade change. If a grade has been incorrectly entered on a student's permanent record, the error shall be corrected.

In extenuating circumstances, the student Petitions Committee may accept petitions for grade changes after the two-year time limit. Petitions that do not meet the criteria will not be accepted.

The Superintendent/President or designee shall establish a Petitions Committee to evaluate petitions for grade changes submitted by students.

Also see BP 3310 titled Records Retention and Destruction, AP 4231 titled Grade Changes, and BP/AP 5040 titled Student Records.

References: Education Code Sections 76224 and 76232;
Title 5 Section 55025



BP 4231 Grade Changes

Page 2 of 2

Policy

Category: Executive Expectations

Adopted: 6/28/12
(Replaces former Board Policy 4.6.13)

Reviewed: 6/24/21