

Grade Changes

Reference: Education Code Section 76224, 76232; Title 5, Section 55025

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. "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, inaccurate recording or change of a grade by any person who gains access to grade records without authorization. The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the Instructor of the course. In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the Vice President of Instruction. In all cases, the instructor who first awarded the grade will be given written notice of the change.

Appeals to protest grades, or request for grade changes, must be submitted by the student no later than one hundred eighty (180) calendar days after the grade has been issued.

All appeals to protest grades must include a one-page letter written by the student. The letter must outline, in detail, the reasons for the appeal and be submitted by the student to the Vice President of Student Services with a "Petition for Grade Change" form.

In addition to the Petition and letter, the student must attach a copy of the syllabus for the course in question and any assignments/documents that support the grade change petition.

The Petition, accompanying letter, and supporting documentation shall be evaluated by the Instructor.

In the event an Instructor determines the grade should be changed, he or she shall complete and sign a "Grade Change" form and submit it to the Registrar's Office in order to officially change a student's grade. All grade changes shall be reviewed and approved by the Vice President of Instruction.

Students may file only one (1) grade appeal petition per class.

In the event that an Instructor is no longer employed by the District or is otherwise unavailable to respond to the grade change claim, the Vice President of Instructional Services shall refer the petition to the appropriate division chairperson or designee for review and action. The decision of the division shall be final.

Prohibition of Retroactive Course Credit Changes

A student may not receive a change of units after the course he or she has enrolled in is completed and Instructors may not retroactively change units without prior written approval of the Superintendent/President. A request for a unit change must be initiated, in writing, by the student, and a student may not receive more credit than which he or she was originally enrolled.

Security of Grade Records

The District shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any computerized grade data storage system.

The measures implemented by the District shall include, but not necessarily be limited to, password protection for all student grade data bases, locking mechanisms for computer stations from which student grade data bases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to change grades shall be designated by the Vice President of Student Services. No more than five District employees may be authorized to change student grades. Only regular full-time employees of the District may be authorized to change grades. Student workers shall not have access to grade records, and student workers may not change grades at any time.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Vice President of Student Services immediately. The Vice President of Student Services shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.

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 educational institution to which the student has transferred; 4) the accreditation agency; and 5) appropriate local law enforcement authorities.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has transferred.

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 District policies and procedures.

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 having jurisdiction over the college where the incident occurred.

See also BP 4220 - Standards of Scholarship

(Formerly a part of PVC Board Policies 5150, 5150.1, 6250, and 6250.1)

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