

**Allan Hancock Joint Community College District
Board Policy
Chapter 4 – Academic Affairs**

BP 4231 GRADE CHANGES

The Superintendent/President shall implement procedures to assure the accuracy and integrity of all grades in a student's record. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- Procedures 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.
- Appropriate action to be taken when the security of grades has been compromised.

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

Adopted: 9/11/18
Reviewed: 3/18/25

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4231 GRADE CHANGES

Changing Grades

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 incompetence. "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 pursuant to California Education Code Sections 76224 & 76232 and Title 5, Section 55025, or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

If the procedure requires that a student first request a grade change from the instructor, provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available, or where the District determines that it is possible that there has been gross misconduct by the original instructor.

If a student believes he/she has been unfairly assigned a grade based upon fraud, bad faith, or incompetence, the student may initiate a grade review procedure. In such cases the final determination concerning removal or change of grade will be made by the Superintendent/President based upon the findings of the Grade Review Committee. (See AP 5530 Student Rights and Grievances.)

In all cases, the instructor who first awarded the grade will be given written notice of the change.

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 databases, locking mechanisms for computer stations from which student grade databases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Only the instructor of the course or individuals authorized by the Director of Admissions and Records may change student grades. 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 Director, Admissions and Records immediately. The Director, Admissions and Records 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.

All grade changes must be properly documented, and the original instructor, or a designated substitute in the event of the original instructor's absence, must approve any corrections, except in cases of documented fraud or misconduct.

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 appropriate action in accordance with District policies and procedures or as specified in the appropriate bargaining unit contract.

Any outside 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.

Faculty may submit, in writing, change of grade requests to the Director, Admissions and Records within 120 days of the final day of the semester in which the grade was earned.

Also see BP 3310 Records Retention and Destruction; BP/AP 5040 Student Records, Directory Information, and Privacy; AP 5530 Student Rights and Grievances.

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

Approved: 9/11/18
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