

## **CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS**

### **AP 4231 GRADE CHANGES**

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

#### **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 term "bad faith" is not simply bad judgment or negligence but rather it implies the conscious doing of a wrong because of dishonest purpose or moral obliquity. It is different from the negative idea of negligence in that it contemplates a state of mind affirmatively operating with furtive design or ill will.

The removal or change of an incorrect grade from a student's record shall only be done with approval of the instructor. In the case of denial by the instructor of the student's request, the student may use the Student Grievance Procedure (AP 5530) to present his or her case for a grade change.

If the procedure (see AP 5530) 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 likely that there may have been gross misconduct by the original instructor.

#### **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 Dean of Enrollment 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 Dean of Enrollment Services immediately. The Dean of Enrollment 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 and reported to the appropriate law enforcement agency.

Students wishing to challenge an evaluative grade received in a course (A, B, C, D, F, FW, P, NP) must contact the instructor to request a grade change. If the request is denied, the student may file a student grievance as described in BP and AP 5530.

See Board Policy 4230. Also see Board Policy 3310 titled Records Retention and Destruction and Board Policy/Administrative Procedure 5040 titled Student Records.

Board Approved	08/17/10
Revised	07/16/13
Desk Review	04/03/17
Revised	11/16/21