
Board Policy
Chapter 4 – Academic Affairs

BP 4231 GRADE CHANGES**References:**

Education Code Sections 76224 and 76232;
Title 5 Section 55025

All grades shall be determined by the instructor of the course and that such determination, in absence of mistake, fraud, bad faith, or incompetency, shall be final. Review, appeal, and change of grades shall be in accordance with the related administrative procedures. Students and faculty shall have rights of due process regarding review, appeal, and change of grades.

The Superintendent-President shall implement procedures to assure the accuracy and integrity of all grades and non-evaluative symbols awarded by faculty. 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.
- 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.

Also see BP/AP 3310 Records Retention and Destruction, BP/AP 4230 Grading and Academic Record Symbols, AP 4231 Grade Changes, BP/AP 5040 Student Records, Directory Information, and Privacy; and AP 5530 Student Rights and Grievances.

Adopted: July 12, 1983

Revised: May 23, 2006; April 27, 2022; April 17, 2024