



AP 4231 Grade Changes

Reference:

Education Code Sections 76224 and 76232
Title 5 Section 55025

1. Changing Grades

- a. The instructor of record at the District's deadline for submission of final grades shall determine the grade to be awarded to each student.
- b. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence, as herein defined:
 - i. "Mistake" may include, but is not limited to, clerical errors and errors made by an instructor in calculating a student's grade.
 - ii. "Fraud," for purposes of this procedure, is a willful change of the final grade that a student truly earned to a different final grade for the purpose of deception, such as by improperly accessing District grading records.
 - iii. "Bad Faith," for purposes of this procedure, is the unreasonable assignment of a final letter grade on a basis other than a student's performance in the class, such as through bribery, unlawful discrimination, or using unannounced standards or criteria for grade calculations.
 - iv. "Incompetence," for purposes of this procedure, refers to an instructor's serious mental condition or impairment, which arose after the instructor became employed by the District, that rendered the instructor unable to effectively judge a student's performance when assigning a final grade.
- c. The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code Section 76232 and the procedures set forth in AP 5530.
- d. In all cases, the instructor who first awarded the grade shall receive written notice of the change.

2. Security of Grade Records

- a. The District shall implement security measures for student records that ensure 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.
- b. 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.
- c. Persons authorized to change grades shall be designated by the Associate Dean, Admissions & Records. 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.
- d. Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Chief Student Services Officer (CSSO) immediately. The CSSO shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.
- e. 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 entity to which the student has sent a transcript; 4) the accreditation agency; and 5), if the District has evidence of, or reasonably suspects, criminal conduct, local law enforcement authorities.
- f. 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.
- g. 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.

Reviewed by CPC 02/23/2026