

**GRADE CHANGES**

<b>AP No. 4231</b>
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Board Reviewed: 8-15-07; 12-8-10; 5-8-19

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- I. The instructor of the course shall determine the grade to be recorded for each student. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. 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. A student has one year from the end of the term in question to request a grade change. In the case of fraud, bad faith, clerical error, incompetence, or unavailability of instructor or death of instructor, the final determination concerning removal or change of grade will be made by the Vice President of Academic Affairs with the appropriate involvement of faculty from the discipline and the Academic Senate. All returned work must be retained by the student as documented evidence in order to pursue a request for a grade change.
  
- II. References/Sources:  
  
Education Code Section 76224; Title 5, Section 55760.