

GRADE CHANGES

BP No. 4231

Board Adopted: 5/13/09

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- I. The Superintendent/President shall implement procedures to assure the accuracy and integrity of all grades 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.
- II. Also see BP 3310 titled Records Retention and Destruction, AP 4231 titled Grade Changes, and BP/AP 5040 titled Student Records.
- III. Source/Reference
Education Code Sections 76224 and 76232; Title 5 Section 55025