

**CHAPTER 4: ACADEMIC AFFAIRS
ADMINISTRATIVE PROCEDURE NO. 4231**

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Grade Changes

Adoption Date: XXX

Review Date: XXX

Revision Date: 12/08, 3/2/10; November 19, 2013; XXX

Responsible Area: Vice President, Academic Affairs

Responsible Office: ~~Vice President, Student Learning Office~~ Academic Affairs Instruction

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

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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, inaccurate recording, and other clerical errors. "Fraud" may include, but is not limited to, change of a grade by any person who gains access to grade records without authorization.

The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code Section 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

- To remove or change an incorrect grade from a student's record, the student must first consult with the original instructor ~~first~~ first. The instructor completes the Grade Change Request form and obtains the approval from the appropriate Dean or Director. Upon approval, the grade is changed by Enrollment Services.
- If the instructor is not available, or if the student has filed a discrimination complaint, or where the district determines that it is possible that there may have been gross misconduct by the original instructor, a student may contact the appropriate Dean or Director for grade changes.
- ~~Director for grade changes.~~
- In the event of a missing grade, the instructor should complete a Missing Grade form ~~allows an instructor~~ ~~allows an instructor~~ to assign a grade to a student who is enrolled in a class and does not appear on the final grade form. The form is to be completed by the

instructor and submitted to Enrollment Services for approval by the Director of Enrollment Services. Upon approval, the grade is posted by Enrollment Services.

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~~• Enrollment Services~~

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- In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of a grade will be made by the Vice President of ~~Student Learning~~ Academic Affairs.
- In all cases, the instructor who first awarded the grade will be given written notice of the change.

• 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 Director 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 Director of Enrollment Services immediately. The Director 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.

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- 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.
- 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 over the college where the incident occurred.

Also see [BP 3310 Records Retention and Destruction](#) and BP/AP 5040, ~~title~~ ~~title~~
Student Records.