

**CHAPTER 4: ACADEMIC AFFAIRS  
BOARD POLICY NO.: 4231**

**BOARD POLICY  
SISKIYOU JOINT COMMUNITY COLLEGE DISTRICT**

**Subject:** Grade Changes

**Adoption Date:**  
10/7/08

**Revision Date(s):**

**Review Date:**  
11/6/12

**Policy Reference:** Education Code Sections 76224 and 76232; Title 5 Section 55025

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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.

**Also see BP 3310 titled Records Retention and Destruction, AP 4231 titled Grade Changes, and BP/AP 5040 titled Student Records.**