

INSTRUCTIONAL SERVICES

AP 4231 GRADE CHANGES

References:

Education Code Sections 76224 and 76232;
Title 5 Section 55025

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 shall be final in the absence of mistake, fraud, bad faith, or incompetence per Title 5 Section 55025. "Mistake" may include, but is not limited to, clerical errors and errors made by an instructor in calculating a student's grade. "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.

Removal or correction of a grade shall only be done pursuant to Education Code Section 76232 or by an alternative method which will ensure that students receive a reasonable and objective review of the requested grade change. Provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available, or where the District determines that it is possible that there may have been gross misconduct by the original instructor. The Palomar College Student Grade Dispute Policy and Procedure is available on Faculty Senate's web page and the Instructional Services web page, under Student Forms.

No grade placed in a student's academic record may be changed unless the instructor submits a Grade Change Form to the Records Office stating the reason for the change. All changes or modifications to a student's record must be requested no later than three years from the semester in question. Registration records are maintained only for a three-year period.

Security of Student Records

- No one without proper authorization may obtain access to student grade records. These measures are installed as part of any computerized grade data storage system.
- The measures include, but are not necessarily limited to, password protection for all student grade databases, locking mechanisms for computer stations from which grade databases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

- Persons authorized to change grades pursuant to District policy shall be designated by the Senior Director of Enrollment Services and shall be regular full-time employees of the District. Grade changes will occur only following the submission of the signed and approved grade change form and/or a signed and approved petition form and shall be authorized by the faculty member (or substitute faculty member.)
- Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Senior Director of Enrollment Services or Supervisor of Evaluations and Records immediately. The Senior Director of Enrollment Services or Supervisor of Evaluations and Records shall immediately take steps to lock the grade storage system while an investigation is conducted.
- If any student's grade record is found to have been changed without proper authorization, the District will notify, as appropriate, 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) local law enforcement authorities.
- Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution upon student request
- 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 shall be subject to discipline in accordance with the District's 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 or has willfully modified a student record transcript shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.

Also see BP/AP 3310 titled Records Retention and Destruction as well as BP/AP 5040 titled Student Records and Directory Information

Office of Primary Responsibility: Student Services