

**Academic Affairs**

**AP 4231 GRADE PRACTICES, GRADE CHANGES, AND SECURITY OF GRADE RECORDS**

**References:**

Education Code, Sections 70902, 76224, and 76232;  
Title 5, Section 55025

**Changing Grades**

Absent mistake, fraud, bad faith, or incompetence, only the instructor of the course is authorized to remove or change an incorrect grade from a student's record. "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. "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors. The correction of a grade given, which is requested by a student, shall only be allowed for a request initiated within one year following the end of the term in which it was assigned.

Exceptions to the one-year limit on grade changes may be requested by petition of the student in extenuating circumstances. A formal written petition must be submitted to the Academic Records and Standards Committee. Extenuating circumstances are verified cases of accident, illnesses, or other circumstances beyond the control of the student.

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.

If the procedure requires that a student first request a grade change from the instructor, 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.

In the case of perceived mistake, fraud, bad faith, or incompetence, the student may pursue a grade grievance (see AP 5530 titled Student Rights and Grievances).

In all cases, the instructor who first awarded the grade shall be sent written notice of any grade change to his/her last available address.

**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

35 measures shall be installed as part of any and all computerized grade data storage  
36 systems.

37 The measures implemented by the District shall include, but not necessarily be limited to,  
38 password protection for all student grade data bases; locking mechanisms for computer  
39 stations from which student grade data bases can be viewed, if needed; and strict limits  
40 on the number of persons who are authorized to change student grade records.

41 Persons authorized to change grade records shall be designated by the Dean of  
42 Admissions, Records and Services. No more than seven District employees may be  
43 authorized to change student grades. Only regular full-time employees of the District may  
44 be authorized to change grades. Student workers shall not have access to grade records,  
45 and student workers may not change grades at any time.

46 Any person who discovers that grades have been changed by someone other than the  
47 persons authorized to do so shall notify the Dean of Admissions, Records and Services  
48 immediately. The Dean of Admissions, Records and Services shall immediately take  
49 steps to lock the grade storage system entirely while an investigation is conducted.

50 If any student's grade record is found to have been changed without proper authorization,  
51 the District will notify 1) the student; 2) the instructor who originally awarded the grade; 3)  
52 any educational institution of which the District has official knowledge to which the student  
53 has transferred; 4) the accreditation agency; and 5) appropriate local law enforcement  
54 authorities.

55 Whenever a grade is changed for any reason, corrected transcripts will be sent to any  
56 educational institution to which a student has transferred.

57 Any student or employee who is found to have gained access to grade recording systems  
58 without proper authorization, or who is found to have changed any grade without proper  
59 authority to do so, shall be subject to discipline in accordance with District policies and  
60 procedures.

61 Any person who is found to have gained access to grade recording systems without  
62 proper authorization, or who is found to have changed any grade without proper authority  
63 to do so, shall be reported to the appropriate law enforcement agency having jurisdiction  
64 over the college where the incident occurred.

65 Also see BP 3310 titled Records Retention and Destruction, BP/AP 5040 titled Student  
66 Records, Directory Information, and Privacy, and AP 5530 titled Student Rights and  
67 Grievances

68 Office of Primary Responsibility: Vice President, Academic Affairs

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**Date Approved: August 20, 2007**

**Dates Revised: February 25, 2008; June 18, 2008**

**Date Reviewed: January 16, 2019**

*(Replaces former Cerritos College Policies 4106 and 4108)*