

**Academic Affairs**

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

**References:**

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

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.

The President/Superintendent 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 alteration of grade records and/or compromise of the integrity and/or content of grade storage systems is discovered to have occurred.

Also see BP 3310 titled Records Retention and Destruction, AP 4231 titled Grade Practices, Grade Changes, and Security of Grade Records, BP/AP 5040 titled Student Records, Directory Information, and Privacy, and AP 5530 titled Student Rights and Grievances.

Office of Primary Responsibility: Vice President, Academic Affairs

---

**Date Adopted: August 15, 2007**

**Date Revised: June 18, 2008**

**Date Reviewed: January 16, 2019**

*(Replaces former Cerritos College Policy 4106)*