

Academic Affairs

1 BP 4231 GRADE PRACTICES, GRADE CHANGES, AND SECURITY
2 OF GRADE RECORDS

3 References:

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

6 The instructor of the course shall determine the grade to be awarded to each student.
7 The determination of the student's grade by the instructor shall be final in the absence of
8 mistake, fraud, bad faith, or incompetence.

9 The President/Superintendent shall implement procedures to assure the accuracy and
10 integrity of all grades awarded by faculty. The procedures shall include, but not
11 necessarily be limited to, the following:

- 12 Assurance that in the absence of mistake, bad faith, fraud, or incompetence, the**
13 grades awarded by faculty shall be final.
- 14 Procedures for students to challenge the correctness of a grade.**
- 15 The installation of security measures to protect grade records and grade storage**
16 systems from unauthorized access.
- 17 Limitations on access to grade records and grade storage systems.**
- 18 Discipline for students or staff who are found to have gained access to grade**
19 records without proper authorization or to have changed grades without proper
20 authorization.
- 21 Notice to students, faculty, transfer institutions, accreditation agencies, and law**
22 enforcement agencies if unauthorized alteration of grade records and/or
23 compromise of the integrity and/or content of grade storage systems is discovered
24 to have occurred.

25 Office of Primary Responsibility: Vice President, Academic Affairs

26 See also BP 3310 titled Records Retention and Destruction, AP 4231 titled Grade
27 Practices, Grade Changes, and Security of Grade Records, BP/AP 5040 titled Student
28 Records, Directory Information, and Privacy, and AP 5530 titled Student Rights and
29 Grievances.

Date Adopted: August 15, 2007

Date Revised: June 18, 2008

Date Reviewed: January 16, 2019; June 4, 2025