



BP 4231 Grade Changes

References: Education Code Sections 76224 and 76232
 Title 5 Section 55025

Adopted: April 20, 2011

Last Revised:

Last Reviewed: April 20, 2011, May 2021

The Superintendent/President shall implement procedures to ensure 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 grades.
- 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 to those whose positions require such access
- Discipline for students or staff who are found to have either 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.

See Administrative Procedure 4231, Board Policy 3310, BP and AP 5040