

SIERRA COLLEGE

ADMINISTRATIVE PROCEDURE

AP 4231

Grade Changes

Date Adopted:	8/11/1992
Date Revised:	5/12/2017
Date Reviewed:	5/12/2017
References:	Education Code Sections 76224 and 76323; 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 is final in the absence of mistake, fraud, bad faith, or incompetence. "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade, and clerical errors. "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.
- The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable 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. Students who are requesting a grade change due to alleged harassment or discrimination shall refer to Administrative Procedure 3435. In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the Dean of Student Services or designee.
- In all cases, the instructor who first awarded the grade will be given written notice of the change.

Students wishing to challenge an evaluative grade received in a course (A, B, C, D, F, P, and NP) must submit a change of grade request within one year after completing the course for which the grade change is being requested. After this period, if there are extenuating circumstances—verified cases of accidents, illnesses, or other circumstances beyond the control of the student—a change of grade request may be submitted to the Academic Standards Committee; however, the period for a request may not exceed three years after the completion of the course.

Change of Grade from Evaluative Symbol to Evaluative Symbol:
Procedures – Within One Year

- A student seeking a change of grade shall file a Grade Change Petition with the Records Office within one year after completing the course. Specific reasons for the request must be stated.
- The petition must be approved and signed by the appropriate instructor and dean. The instructor must cite a reason consistent with one of the conditions in Education Code Section 76224.
- The Records Office will process approved grade change requests.

Procedures – After the First Year, But Within Three Years

- If there are extenuating circumstances, the Grade Change Petition may be submitted to the Records Office up to but no later than three years after the completion of the course. In addition to procedures within one year listed above, the student must also attach to the petition sufficient documentation proving an accident, illness, or other circumstances beyond the control of the student that disallowed them from submitting the Grade Change Petition within one year of the course completion date.
- The Records Office shall validate the required data and forward the petition to the Academic Standards Committee for consideration.

Change of Grade from Evaluative Symbol to Non-Evaluative Symbol:

In order to change an evaluative grade (A, B, C, D, F, P, NP) to a non-evaluative symbol (W, I, IP), an extenuating circumstance must be verified in writing. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student. A request for a change of grade to a non-evaluative symbol may not exceed three years after the completion of the course.

Procedures – Within Three Years

- A student seeking a change from a grade to a non-evaluative symbol shall file an appropriate petition with the Records Office indicating the specific change requested.
- The petition must be supported and signed by the appropriate instructor.
- The student must attach sufficient documentation proving an accident, illness, or extenuating circumstances beyond the control of the student.
- The Records Office shall validate the required data and confirm the satisfaction of the conditions specified by California Code of Regulations, Title 5 Sections 55025.
- The petition will be forwarded to the Academic Standards Committee for consideration.

Change of Grade from Evaluative or Non-Evaluative Symbol to a Drop:

- The student seeking a change of grade from evaluative or non-evaluative symbol to a “drop,” must file an appropriate petition with the Records Office indicating the specific change requested.
- The petition must be filed within 30 days after the end of the class or by June 30th of the academic year in which the grade was received, whichever is earlier.

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 measures shall be installed as part of any computerized grade data storage system.

- The measures implemented by the District shall include, but not necessarily be limited to, password protection for all student grade databases, locking mechanisms for computer stations from which student grade databases can be viewed, and strict limits on the number of persons who are authorized to change student grades.
- The Dean of Student Services or designee shall designate persons authorized to change grades. No more than five District employees may be authorized to change student grades. Only regular full-time employees of the District may be authorized to change grades. Student workers shall not have access to grade records, and student workers may not change grades at any time.
- Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Dean of Student Services or designee immediately. The Dean of Student Services or designee shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.
- If any student's grade record is found to have been changed without proper authorization, the District will notify 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) appropriate local law enforcement authorities.
- Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has transferred.
- 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 to do so, shall be subject to discipline in accordance with District 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 to do so, shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.

See Board Policies 3310, 4230, 4231, 5040 and Administrative Procedures 3435 and 5040.