



**AP 4231      Grade Changes**

The instructor of the course shall determine the grade for each student in the class. The determination of the student's grade by the instructor is final unless a student can provide evidence that the grade is incorrect based on mistake, fraud, bad faith, or incompetence per Title 5 Section 55025. "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.

In the case of a mistake or error in the calculation of the final grade, the grade can only be changed or removed by authorization of the instructor of the course or in the case where the instructor cannot be reached, by the authorization of the appropriate department chair. In the case of fraud, bad faith, or incompetence, the final decision to change the grade will be made by the Board of Trustees upon recommendation of the Vice President of Instruction. In all cases, the instructor who first awarded the grade will be given written notice of the change. The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code 76232.

Students who believe a grade awarded is incorrect should discuss the grade first with the instructor of the class. If the problem is not resolved at that level, the student should discuss the problem with the department chair, and subsequently with the division dean. If it is not possible to resolve the problem in these discussions, the student may file a formal grievance with the Vice President of Student Services following procedures described in AP 5530 Student Rights, Complaints, and Grievances. AP 5530 contains a specific description of the process for filing a grievance and procedures regarding grade change issues.

When a grade given in error has been corrected, the incorrect grade shall be expunged from the student's permanent record.

In cases where the faculty member has determined that the grade currently posted, or about to be posted, for a student is in error or does not accurately reflect the achievement of the student in the course, the faculty member will be required to initiate the grade change process following established college procedures.

**References:**

Education Code Sections 76224 and 76232;  
Title 5 Section 55025