
**Kern Community College District
Administrative Procedure
Chapter 4 – Academic Affairs**

AP 4231 Grade Changes

Rely Primarily Upon the Advice and Judgment

References:

Education Code Sections 76224 and 76232;
Title 5 Section 55025

Note: This procedure is legally required

Changing Grades

The instructor of the course shall determine the grade to be awarded to each student.

When grades are given for any course of instruction taught at colleges of Kern Community College District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.

Any student may file a written request with the Chief Instructional Officer, or designee, of the respective college to correct or remove information recorded in the student's records which the student alleges to be:

- (1) Inaccurate;
- (2) An unsubstantiated personal conclusion or inference;
- (3) A conclusion or inference outside of the observer's area of competence; or
- (4) Not based on the personal observation of a named person with the time and place of the observation noted.

The removal or change of an incorrect grade from a student's record shall only be done by the instructor who first awarded the grade pursuant to Education Code Section 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

A student's first request of a grade change shall be from the instructor. Provisions shall be made by the Chief Instructional Officer, or designee, to designate 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.

In all cases, the instructor who first awarded the grade will be given written notice of the change.

Student-Initiated Grade Change Requests

Refer to AP 5530, Student Rights and Grievances, for student-initiated grade change requests. In all cases of student-initiated grade changes, the instructor who first awarded the grade will receive written notice if a change of grade is made.

AP 5530 requires that a student first request a grade change from the instructor. In cases where the student has filed a discrimination complaint, or if the instructor is not available, or where the District determines a possibility of gross misconduct by the original instructor, provisions shall be made to all the Faculty Chair of the department, or designee, to substitute for the instructor of record.

The colleges may develop a timeframe by which students may initiate grade change requests. Exceptions to this timeframe may be made if it is determined that the grade was awarded as a result of a mistake, fraud, bad faith, or incompetence by the instructor.

Students may be required to provide documentation to support the request for a grade change to include, but not limited to, graded assignments and tests from the class in question, or substantiation of verifiable extenuating circumstances.

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 data bases, locking mechanisms for computer stations from which student grade data bases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to change grades shall be designated by the Chief Instructional Officer, or designee. No more than five (5) 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 Chief Instructional Officer, or designee, immediately. The Chief Instructional Officer, 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 disciplinary proceedings and subsequent action in accordance with District policies and procedures, and shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.