



Book	Administrative Procedures
Section	Chapter 4: Academic Affairs
Title	Grade Changes
Code	AP 4231
Status	Active
Legal	Education Code Section 76224, 76232; Title 5, Section 55025
Adopted	June 11, 2002
Last Revised	May 13, 2008
Last Reviewed	March 9, 2010

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.

The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the instructor. No grade may be challenged by a student more than one year from the end of the term in which the course was taken. Exceptions may be considered on an individual basis with evidence of extenuating circumstance provided to the Vice President of Instructional Services or the Superintendent/President. 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 if the district determines that it is possible that there may have been gross misconduct by the original instructor. In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the Vice President of Instructional Services. Grade change forms are available in the admissions office. Appeals to the President of the College shall follow the procedures in AP 5530 Student Grievance Procedures.

Approved by the Board of Trustees: June 11, 2002  
 Amended by the Board of Trustees: May 13, 2008  
 Amended by the Board of Trustees: March 9, 2010

