



Administrative Procedure 4231 Grade Changes

Reference: *Education Code Section 76224, 76232, - Title 5, Section 55760*

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 incompetency. The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the instructor of the course. In the case of fraud, bad faith, or incompetency, the final determination concerning removal or change of grade will be made by the Chief Instructional Officer.

A change of grade shall not occur as a consequence of the acceptance of additional work or re-examination beyond the specified course requirements.

A request for a change of grade shall be initiated by the affected student or by the instructor within the next regular semester following the award of the original grade. If the instructor determines that there is a valid basis for the grade change, a grade change form shall be used to notify the Office of Admissions and Records. If the instructor determines that there is not a valid basis for the change and denies the student's request, the instructor's decision, subject to the Student Grievance Procedure, is final.

The change of grade form must be completed by the instructor, signed by the Chief Instructional Officer, and submitted to the Office of Admissions and Records. Once the change of grade is processed, the student may view the grade on the West Hills College website.

Security measures to protect grade storage systems and the access to the grade records and storage systems is administered by the District Office and the district's Information Technology Services (ITS) department.

Discipline and penalties for students or staff who are found to have gained access to grade records without proper authorization or who have changed grades without proper authorization are stipulated in the student handbook and the district's computer and network use policy and procedure.

Board approval date: 5/26/09