

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE MANUAL**

Title: GRADE CHANGES	Number: AP 6.25
Legal Authority: California Education Code Sections 76224 and 76232 Title 5, California Code of Regulations, Section 55025	

I. Changing Grades.

- A. The instructor of the course shall determine the grade to be awarded to each student.
- B. 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, error(s) made by an instructor in calculating a student’s grade and clerical errors. [CCR 55025] “Fraud” may include, but is not limited to, an inaccurate recording or change of a grade by any person who accesses grade records without authorization.
- C. The removal or change of an incorrect grade shall only be done pursuant to Education Code Section 76232.
- D. The Chancellor delegates the authority to review student grievances respecting course grades to the Student Grade and File Review Committee. The Committee membership is composed of students, faculty and administrators.
- E. The Student Grade and File Review Committee recommends appropriate actions to the Chancellor, the instructor and the student. The Committee acts as arbitrating body and does not have the power to change grades directly.
- F. The Chancellor may ultimately direct a change of grade if there is a finding of mistake, fraud, bad faith, or incompetence.
- G. In accordance with Education Code Section 76232, the student has the right to appeal the Chancellor’s decision to the Board of Trustees.
- H. In all cases, the instructor who first awarded the grade will be given written notice of a grade change.

II. Security of Grade Records

- A. 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.

Recommended by Academic Senate; Reviewed by PGC on 5/19/16 New Procedure

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B. The measures implemented by the district shall include at least password protection for all student grade data bases, automatic locking mechanisms for computer workstations from which student grade data bases can be viewed, and a limit of no more than five persons who are authorized to change student grades.

Persons authorized to change grades shall be designated by the Vice Chancellor of Student Development. Only regular status full-time employees of the District may be authorized to change grades. Student workers who are FERPA-trained are allowed to access educational records for legitimate educational purposes as part of their employment. However, student workers shall not have access to change grade records, and student workers may not change grades at any time.

C. Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Vice Chancellor of Student Development. The Vice Chancellor shall immediately take steps to lock the grade recording system entirely while an investigation is conducted.

D. 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; and
3. any educational institution to which the student has transferred.

E. The District will also notify as necessary:

1. the accreditation agency; and
2. appropriate law enforcement authorities.

F. Any student or employee who is found to have gained access to grade recording systems without proper authority to do so, shall be subject to discipline in accordance with District policies and procedures.

G. 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.