

4003. ADMINISTRATIVE REGULATIONS ON CHANGE OF GRADES

4003.1 Responsibility

- A. The Vice President of Academic Affairs shall be responsible for the overall coordination and implementation of the regulations relating to change of grades.
- B. The Dean of Admissions, as the official District custodian of student records, shall be responsible for the implementation of these regulations and shall ensure, through appropriate security measures and internal procedures, that no grade is changed without proper authority as defined in these regulations.
- C. The Associate Vice President of Human Resources, as the official District investigator of complaints of unlawful discrimination, shall be responsible for investigating any allegations of unlawful discrimination that come before the Grade Review Committee, and that after the complaint of unlawful discrimination has been properly addressed, the Associate Vice President of Human Resources shall refer the matter back to the Grade Review Committee for proper handling of the grade dispute in accordance with these regulations.

4003.2 Definitions

- A. Grades are A, B, C, D, F, P (Pass), NP (No Pass), I (Incomplete), IP (In Progress), W (Withdrawal), MW (Military Withdrawal), NS (No Show), and RD (Report Delayed).
- B. "Mistake" includes, but is not limited to, the following:
 - 1. A clerical error in recording the grade on official documents.
 - 2. A mathematical error or miscalculation of the grade.
 - 3. An error relating to a quiz, test, examination or any other evaluative basis upon which a grade is determined including participation or attendance.
 - 4. An incorrect application of the College grading policy.
- C. "Fraud" includes, but is not limited to, the following:
 - 1. The assignment of a grade to a student who has not met the requirements for such a grade.

2. The assignment of a higher grade than earned for any form of personal payment or favors, or the assignment of a lower grade than earned because of the absence of such payment or favors.
 3. The application of any grading standard based on unlawful discrimination.
 4. The unauthorized changing of a grade.
- D. "Bad Faith" includes, but is not limited to, any act that deviates from an announced grading standard or procedure and which adversely affects the grade of an individual or individuals.
- E. "Incompetency" includes, but is not limited to, the diminished capacity of an instructor to teach and/or assign grades within acceptable standards.

4003.3 Regulations

- A. A grade assigned by the instructor shall be final in the absence of mistake, fraud, bad faith or incompetency.
- B. A student who has been assigned a grade which she/he believes to be incorrect may file a request for a change of grade. Such request must be filed in writing on appropriate District forms within two years of when the grade was assigned. The instructor of record, if still employed by the District, shall determine if the request shall be approved or disapproved in accordance with these regulations and the college grading policy. If the instructor is no longer employed by the District, the Grade Review Committee shall make the determination.
- C. The instructor of record may initiate a grade change at any time provided she/he is still employed by the District.
- D. An administrative grade review may be initiated at any time. All administrative reviews shall be forwarded to the Grade Review Committee for appropriate action.
- E. A "W" shall not be assigned, or if assigned, shall be removed, from a student's academic record, if a determination is made that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment or that the student withdrew because he or she reasonably believed that remaining in the course would subject him or her to discriminatory treatment or retaliation for alleging discriminatory treatment.

4003.4 Grade Review Committee

A. Membership

The Grade Review Committee shall consist of the Dean of Admissions, as a nonvoting consultant and facilitator, an instructional dean to be appointed by the Vice President of Academic Affairs, and three faculty members to be appointed by the Academic Senate President. Two faculty members will be assigned for a three-year term and one faculty member will be assigned on a case-by-case basis.

B. Responsibilities

The role of the Grade Review Committee is to adjudicate each case in an unbiased manner and without conflict of interest.

Should the Grade Review Committee be made aware that the grade dispute involves an allegation of unlawful discrimination, the committee shall temporarily suspend the grade review process and immediately refer the matter to the Associate Vice President of Human Resources for review and investigation of the allegation of unlawful discrimination in accordance with the procedures defined in Administrative Regulation 3002.

4003.5 Appeals

A. Rights - Any student, instructor or administrator may appeal a decision involving a grade review.

B. Student Appeal Procedures

1. Informal - The Dean of Admissions shall conduct an informal meeting of the parties involved in an attempt to resolve the issue prior to a formal appeal hearing.

2. Formal - A formal appeal must be requested in writing through the Office of Admissions and Records. If the appeal is granted, the Grade Review Committee shall conduct a hearing in which all parties to the appeal are present and shall either uphold or deny the appeal.

C. Instructor and Administrative Appeals

Instructor and administrative appeals shall be directed to the Vice President of Academic Affairs.