



# **BOARD POLICY** **4231**

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## **DESERT COMMUNITY COLLEGE DISTRICT**

### **GRADE CHANGES**

The Superintendent/President shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- Procedures for students to challenge the correctness of a grade.
- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
- Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

**Reference: Education Code Sections 76224, 73232; Title 5, Section 55025**

[See BP3310: Records Retention and Destruction; AP 4231: Grade Changes; and BP/AP 5040: Student Records]

Approved: April 18, 2008  
Board 5-year Review: September 20, 2013  
Next Review: September 2018

Administrator: Exec. VP SS/SL