
**Kern Community College District
Board Policy
Chapter 4 – Academic Affairs**

BP 4231 Grade Changes

Rely Primarily Upon the Advice and Judgment

References:

Education Code Sections: 76224 and 76232;
Title 5 Section 55025

Note: This policy is legally required.

~~The instructor of each course shall determine the grade to be awarded each student.~~

The District Chancellor or designee 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 ~~The determination of the student's grade by the instructor shall be final~~ in the absence of mistake, fraud, bad faith, 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 ~~and/or altered~~ grades without proper authorization.
- Notice to student, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems ~~has been~~ is discovered to have occurred.

Also see BP 3310 titled Records Retention and Destruction, AP 4231 titled Grade Changes, and BP/AP 5040 titled Student Records.