



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

Board of Trustees Policy

Chapter 4 – Instructional Services

BP 4231 – Grade Changes

The San Diego Community College District sets forth 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:

1. Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
2. Procedures for students to challenge the correctness of a grade.
3. The installation of security measures to protect grade records and grade storage systems from unauthorized access.
4. Limitations on access to grade records and grade storage systems.
5. 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.
6. 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.

Also see: Board of Trustees Policy, *BP 3310, Records Retention and Destruction*; Administrative Procedure, *AP 4231, Grade Changes*.

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

Adopted: June 15, 2023

Superseded: BP 4231 – NEW