

## **Kern Community College District Board Policy Manual** **Section Four – Students/Instructional Services**

**Procedure 4C4C**

### **Academic Regulations – Grade Changes**

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

- 1) Any student may file a written request with the Vice President of Academic Affairs or designee to correct or remove a grade recorded in his or her student records that the student alleges to be: (1) inaccurate; (2) incorrect; (3) not based on the personal observation of the instructor with the time and place of the observation noted. Prior to filing a Written Request for a Grade Change (see Appendix 4C4C), and within ten (10) instructional days of receiving the grade, the student(s) should attempt to resolve the issue by contacting the faculty member involved. If the student(s) is hesitant to communicate directly with the faculty member, he/she can enlist the assistance of the faculty chair to facilitate and mediate the process. If the attempt is not feasible or does not resolve the problem, the student(s) may file a Written Request for a Grade Change with the Vice President of Academic Affairs.
- 2) Within 30 days of receipt of the Written Request for a Grade Change, the Vice President of Academic Affairs or designee shall meet with the student and the faculty member who assigned the grade in question, if the faculty member or employee is presently employed by the District. The Vice President or designee shall then approve or deny the grade change request..
- 3) If the Vice President of Academic Affairs or designee sustains the grade change request, he or she shall order the correction or removal and expunging of the grade. If the Vice President of Academic Affairs or designee denies the grade change request and refuses to order the correction or removal of the grade, the student, within 30 days of the refusal, may appeal the decision in writing to the President. The President then has 30 days to review the appeal and provide a written response to the student. If the appeal is denied by the President, the student may submit a written appeal to the Board of Trustees.

- 4) Within 30 days of receipt of an appeal, the Board of Trustees shall, in closed session with the student and the faculty member who assigned the grade in question, determine whether to sustain or deny the allegations. If the Board of Trustees sustains any or all of the allegations it shall order the President or his/her designee to immediately correct or remove and expunge the information. The decision of the Board of Trustees shall be final.
- 5) The student shall have the right to submit a written statement of his or her objections to the decision of the Board of Trustees. This statement shall become a part of the student's record.

Reviewed by Chancellor's Cabinet  
May 25, 2010;  
Reviewed by Consultation Council on  
November 16, 2010

DRAFT



## Written Request for a Grade Change

- Bakersfield College
- Cerro Coso Community College
- Porterville College
- District Office

Kern Community College District  
 2100 Chester Avenue  
 Bakersfield, CA 93301-4099  
 (661) 336-5100

**Appendix 4C4C**

Please complete the following information for the request for grade change and provide a copy to the Instructor, Faculty Chair, and Vice President, Academic Affairs:						
Name of Student	Student ID	Instructor of the Class	Class Name	Section Number	Term	Grade Received
Justification for Grade Change						
Attach pertinent documentation for the grade change.						

11/10/10

- cc:
- Instructor
  - Faculty Chair
  - Vice President, Academic Affairs