

Proposed Revisions to District Board Policy Manual **Section Four – Students/Instructional Services**

Policy 4C4C

Governance Process: Rely Primarily Upon the Advice and Judgment

Reason for Revisions: To Comply with Title 5 Regulations

See Procedure 4C4C of this Manual for procedures on grades changes.

4C Academic Regulations

4C4C Grade Changes (Title 5, Section 55025) -- The instructor of each course shall determine the grade to be awarded each student. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence. A judgment to change or expunge a grade for reasons of mistake, fraud, bad faith, or incompetence shall be made by the College Chief Academic Officer after consultation with the student, the instructor, and the Division/Department Chair. All parties noted above shall be notified in writing of any changes. Reasons for any grade change shall be documented.

4C4C1 When students request a grade change, provisions shall be made for another faculty member to substitute for the instructor if the instructor is not available or does not respond to communications within a reasonable length of time, the student has filed a discrimination complaint, or the District determines that it is possible there has been gross misconduct by the original instructor. The Colleges will follow Procedure 4C4C.

4C4C1A Expunging Incorrect Grades. See Procedure 4C4C for expunging incorrect grades.

Reviewed and Recommended by
District Vice Presidents
April 8, 2009; Revised November 4, 2009

Reviewed and Recommended by
Chancellor's Cabinet
November 10, 2009

Reviewed by District Consultation Council
November 17, 2009, January 26, 2010; February 23, 2010

Reviewed and Recommended by
Consultation Council
May 25, 2010

Presentation to the Board of Trustees
June 10, 2010

Approved by the Board of Trustees
July 8, 2010

TEMPLATE FOR GRADE CHANGE

February 18, 2010

KCCD Board Policy Manual	New Title 5 Provisions
<p>4C <u>Academic Regulations</u> (Page 33)</p> <p>4C4C <u>Grade Changes</u> (Page 36)</p> <p>The instructor of each course shall determine the grade to be awarded each student. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence. A judgment to change or expunge a grade for reasons of <u>mistake</u>, fraud, bad faith, or incompetence shall be made by the appropriate Vice President <u>College Chief Academic Officer</u> after consultation with the student, the instructor, and the Division/Department Chair. All parties noted above shall be notified in writing of any changes. Reasons for any grade change shall be documented.</p> <p><u>4C4C1 When students request a grade change, provisions shall be made for another faculty member to substitute for the instructor if the instructor is not available or does not respond to communications within a reasonable length of time, the student has filed a discrimination complaint, or the District determines that it is possible there has been gross misconduct by the original instructor.</u></p> <p><u>4C4C2 The Colleges will develop internal procedures for expunging incorrect grades from the record.</u></p>	<p>55025 – Grade Changes</p> <p>(a) In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with this article. The determination of the student's grade by the instructor shall be in absence of mistake, fraud, bad faith, or incompetency.</p> <p>(b) For purposes of this section, "mistake" may include, but is not limited to, clerical errors and errors made by an instructor in calculating a student's grade.</p> <p>(c) Procedures for the correction of grades shall be consistent with Education Code section 76232 or provide an alternative mechanism which will ensure that student receive a reasonable and objective review of the requested grade change. If the procedure requires the student to first request a grade change from the instructor provisions shall be made for another faculty member to substitute for the instructor if the instructor is not available, the student has filed a discrimination complaint or the district determines that it is possible there has been gross misconduct by the original instructor.</p> <p>(d) Procedures shall also include</p>

	<p>expunging the incorrect grade from the record.</p> <p>When grade changes are made as a result of course repetition in accordance with article 4 of this subchapter, appropriate annotations of any courses repeated shall be entered on the student's permanent academic record in such a manner that all work remains legible, insuring a true and complete academic history.</p>
	<p>76232 – Correction of Grades (Not new... reference only)</p> <p>(a) Any student may file a written request with the chief administrative officer of a community college district to correct or remove information recorded in his or her student records which the student alleges to be: (1) inaccurate; (2) an unsubstantiated personal conclusion or inference; (3) a conclusion or inference outside of the observer's area of competence; or (4) not based on the personal observation of a named person with the time and place of the observation noted.</p> <p>(b) Within 30 days of receipt of the request, the chief administrative officer, or his or her designee, shall meet with the student and the employee who recorded the information in question, if any, if the employee is presently employed by the community college district. The chief administrative officer or his or her designee shall then sustain or deny the allegations.</p> <p>If the chief administrative officer, or his or her designee, sustains any or all of the allegations, he or she shall order the correction or removal and destruction of the information.</p> <p>If the chief administrative officer, or his</p>

<p>Reviewed and Recommended by District Vice Presidents April 8, 2009; Revised November 4, 2009</p> <p>Reviewed and Recommended by Chancellor's Cabinet November 10, 2009</p> <p>Reviewed by District Consultation Council November 17, 2009; January 26, 2010; February 23, 2010</p>	<p>or her designee, denies any or all of the allegations and refuses to order the correction or removal of the information, the student, within 30 days of the refusal, may appeal the decision in writing to the governing board of the community college district.</p> <p>(c) Within 30 days of receipt of an appeal, the governing board shall, in closed session with the student and the employee who recorded the information in question, if any, and if that employee is presently employed by the community college district, determine whether to sustain or deny the allegations.</p> <p>If the governing board sustains any or all of the allegations, it shall order the chief administrative officer, or his or her designee, to immediately correct or remove and destroy the information. The decision of the governing board shall be final.</p> <p>Records of these administrative proceedings shall be maintained in a confidential manner and shall be destroyed one year after the decision of the governing board unless the student initiates legal proceedings relative to the disputed information within the prescribed period.</p> <p>(d) If the final decision of the governing board is unfavorable to the student or if the student accepts an unfavorable decision by the chief administrative officer, the student shall have the right to submit a written statement of his or her objections to the information. This statement shall become a part of the student's record until the information objected to is corrected or removed.</p>
---	--