



PLANNING AND EDUCATIONAL SERVICES
Deborah G. Blue, Ph.D., Vice Chancellor

Memorandum

DATE: September 10, 2008

TO: All Faculty

FROM: Deborah G. Blue, Vice Chancellor,
Districtwide Planning and Educational Services

SUBJECT: New Grade Change Procedures

As you know, we recently made revisions to our board policy and procedures on grade changes. The following information is provided in order to acquaint you with the new procedures. Please review them carefully as they are effective immediately.

Board Policy 4005, adopted on April 30, 2008, states that the grade given each student shall be determined by the instructor. The instructor's determination is final in the absence of (1) mistake, (2) fraud, (3) bad faith, or (4) incompetency. (Education Code Sections 76224, 76232) If an instructor determines that a grade should be changed after it has been entered through WebAdvisor, the following procedure must be followed:

1. The *Grade Change Form* may be obtained from the Admissions and Records Office, by a faculty member to ensure the integrity and security of the form. The forms will be available only from the A & R office at this time.
2. The instructor who initiates the grade change request must complete the *Grade Change Form*, clearly stating the reason for the grade change, and signing it.
3. The instructor must submit the signed form to the area dean's office, for the dean to review and sign.
4. The Dean must sign the *Grade Change Form* to acknowledge his/her review of the validity of the reason for the request and to ensure the form was submitted by a faculty member. The dean will submit the *Grade Change Form* to the Director of Admissions and Records.
5. The Director of Admissions and Records must sign the *Grade Change Form* prior to authorizing a designated staff member to post the grade change.

6. After the grade change is posted to the student's permanent record, the instructor, the student and the area dean will be sent copies of the form with the date the change was entered.

If an instructor does not enter grades through WebAdvisor by the College's end-of-term deadline, the affected students will have an *RD* posted on their academic record, which indicates "Report Delayed." Upon submission of the late grade roster, the instructor will be required to complete a *Grade Change Form* for every student who received a *RD* on her/his grade record.

If an instructor reports a grade of Incomplete (I) for a student and cannot subsequently locate the original contract for reporting of the revised final grade upon completion of the incomplete assignments, the *Grade Change Form* may be used to request a change from "I" to an assigned grade on the student's record. The grade change procedures enumerated above must be followed in such cases.

The procedures outlined above are detailed in Curriculum and Instruction Procedure 4005, which is attached, along with Board Policy 4005 and a sample of the new *Grade Change Form*. Please review them and confer with your area dean, if you have any questions.

Attachments:

Curriculum and Instruction Procedure 4005

Board Policy 4005

Sample of new *Grade Change Form*

DGB:dmr

1Letterhead & Mtg Notes/Memo Deborah.doc