GUIDELINES FOR RECORDING GRADE CHANGES AND SECURING GRADE RECORDS

Recording Grade Changes

a. Personnel Who Record Grade Changes

Each college Admissions and Records Director shall designate a limited number of personnel who are authorized to record grade changes as follows: CCC, two; DVC, three; and LMC, two. The total number of personnel who change grades Districtwide shall be limited to seven.

Only permanent employees may serve as personnel who change grades. Student and hourly employees shall not have access or authorization to modify grade records and are
not authorized to enter original grades.

Upon authorization and annually thereafter, all personnel who change grades are required to review and sign the Agreement to Abide by Student Services Procedure 3028, Recording Grade Changes and Securing Grade Records in Exhibit A. Copies of these signed statements are to be maintained on file by each college Admissions and Records Director.

b. Admissions and Records Directors

As custodians of student records, each Admissions and Records Director will monitor all grade changes and related processes and will adhere to the following protocols to ensure the accuracy and integrity of all grade changes. This responsibility may not be delegated to other staff members.

1) Review and sign all grade change forms submitted by the instructor of record.

2) Run the monthly grade change reports.

3) Conduct monthly audits. This process consists of matching grade changes presented in the monthly report to grade change forms for all changes made during the month. Missing grade change forms must be investigated. The Director of Admissions and Records must report irregularities immediately to District Audit Services.

4) Keep all documentation verifying the monthly audit. Admissions and Records Directors will maintain all documentation verifying the monthly audits, including grade change reports along with a copy of each grade change form.¹

c. Additional Review Protocols

Additional reviews are built into this process to provide oversight and validation. District Audit Services will monitor the grade change process for compliance.

Securing Grade Records

a. Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify his/her immediate supervisor and District Audit Services immediately.

b. If any student’s grade record is found to have been changed without proper authorization, the District will notify 1) the student; 2) the instructor who originally awarded the grade; 3) any educational institution to which the student has requested transcripts be sent; 4) the regional accreditation agency and any specialized accreditor, if applicable; and 5) appropriate local law enforcement authorities.

c. Any person who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred

¹ CCCCD Administrative Procedure 1900.01, Destruction of District Records.
d. Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with District policies and procedures and may be subject to criminal prosecution.
CONTRA COSTA COMMUNITY COLLEGE DISTRICT

AGREEMENT TO ABIDE BY STUDENT SERVICES PROCEDURE 3028,
RECORDING GRADE CHANGES AND SECURING GRADE RECORDS

By signing this form, you indicate acknowledgement of the requirements stated in Student Services Procedure 3028, Recording Grade Changes and Securing Grade Records.

This form will be placed in your personnel file.

Failure to Comply – All grade changes and related processes are monitored. Employees found to have violated the above policy will be subject to disciplinary action up to and including termination and may be subject to criminal prosecution.

As an employee of the District who is authorized to change grades, I have read, understand, and agree to abide by Student Services Procedure 3028, Recording Grade Changes and Securing Grade Records.

Grade Change Employee (Print Name)

____________________________________________
Signature       Date

Manager/Supervisor (Print Name)

____________________________________________
Signature       Date