



COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

AR 4231 Grade Change

Issued: May 15, 2018
Revised: January 24, 2022

Reference:

Education Code Sections 76224 and 76232;
Title 5 Section 55025

Determination of Final Grades

The instructor of record for the course shall determine the grade to be awarded to each student. The Evidence/Records of Achievement shall justify the final grade assigned. The grade assigned shall be considered to be final and is not subject to reconsideration, in the absence of mistake, fraud, bad faith, or incompetency. Each instructor of record may be expected to explain a grade to a student who makes inquiry.

The instructor of record shall report final semester grades to Admissions & Records by the due date given by Admissions & Records.

Faculty Initiated Grade Changes

Faculty initiated grade changes must be submitted to Admissions & Records with an accompanying written justification for the grade change from a lower to a higher grade. Requests for changing a grade from a higher to a lower grade are prohibited except for exceptional circumstances that must be documented.

Grade changes are not permitted based on coursework submitted after the end of the course.

The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code Section 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

Faculty initiated grade changes will only be accepted for grades recorded within the previous 18 months.

Grade Change Petitions and Appeals

- A. Grounds for requesting a grade change, within 18 months of grade received. A student can request a grade change if the grade is incorrect due to mistake, fraud, bad faith, or incompetency.
- B. Informal Grade Change Request
If a student believes that a mistake was made in computing or recording a grade, they may contact the instructor directly to ask for a review of the grade records and make the correction. The student may contact the divisional Dean if the original instructor is not available. However, the Dean may not change the grade in response to an informal request; only the instructor can order the grade change in response to an informal request and only if the request is made within the time limits set by this procedure.

C. Formal Grade Change Petition

A student may file a Grade Change Petition whether or not they have pursued an informal grade change request.

Filing a Grade Change Petition

A student who alleges that a grade in a course was given as a result of mistake, fraud, bad faith, or incompetency may file a Grade Change Petition with the Admissions and Records Office, using the Grade Change Petition form. The student must state the grounds for the petition and include supporting documentation. The Grade Change Petition form is available at the Admissions and Records Office.

Response to Filing

The Admissions and Records Office shall provide the Grade Change Petition to the instructional Dean for the division in which the course was offered. Upon receipt, the Dean may discuss the request with the student and instructor, separately or together. The student may decline to meet with the instructor and/or the Dean. The Dean shall forward the Grade Change Petition to the instructor and direct the instructor to act on the petition. The instructor shall then review the Petition within thirty days, decide whether or not to change the grade, and provide an explanation for the action. The Dean will verify that the action is permitted by college policy. The Admissions and Records Office shall notify the student of the action and preserve a copy of the Grade Change Petition. If the petition is denied, the notification letter will include the Grade Appeal Procedures and Grade Appeal Petition.

Special Circumstances

The procedure described here shall be used in the following circumstances:

- A. If the instructor is unavailable to respond to the Grade Change Petition within the time limit; or
- B. If, at the time the Grade Change Petition is filed, the student has filed, in accordance with District procedures, a discrimination complaint against the instructor; or
- C. If, at the time the Grade Change Petition is filed, the Dean determines that it is possible there has been gross misconduct by the instructor.

In such circumstances, the Dean, in consultation with the Vice President of Academic Affairs, shall appoint an alternate instructor to review and act upon the Petition. The alternate shall be in the discipline of the course or in a related discipline. If no qualified instructor is on the faculty, the Dean, in consultation with the Vice President of Academic Affairs, shall arrange for a qualified faculty from another institution.

Grade Appeal

If the instructor's response to the Grade Change Petition is not acceptable to the student, the student may file a Grade Appeal with the Vice President of Academic Affairs no more than 10 business days after being notified of the denial. The burden of proof is on the student.

The Grade Appeal shall consist of:

- A. The Grade Appeal Form stating the grounds for the appeal,
- B. Allegation of mistake, fraud, bad faith, or incompetency,
- C. A copy of the Grade Change Petition showing the instructor's decision, and

D. Supporting documentation.

The Grade Appeal Form is available at the office of the Vice President of Academic Affairs and the Admissions and Records Office.

Pre-Hearing Communication

The Vice President of Academic Affairs or a designee may meet with the student, the instructor, or other persons, to facilitate communication between the student and the instructor and to determine the factual basis for the appeal.

Grade Appeal Panel: Composition

When a Grade Appeal is filed with the Vice President of Academic Affairs, a Grade Appeal Panel shall be appointed within thirty calendar days. The Panel shall consist of the following:

- A. An instructional Dean other than the Dean of the Division in which the disputed grade was given;
- B. One instructor chosen by the President of the Academic Senate from the discipline of the course in which the disputed grade was given, or a related discipline;
- C. One instructor chosen by the President of the Academic Senate from a discipline outside of the division of the course in which the disputed grade was given; and
- D. One or more students chosen by the President of the Associated Student Government.

The Panel shall be chaired by the Vice President of Academic Affairs the chair shall be a non-voting member of the Panel. All matters considered by the Grade Appeal Panel shall be treated as confidential by members of the Panel.

Grade Appeal Panel: Hearing

Within 30 calendar days of empanelment, the Grades Appeal Panel shall review the Grade Appeal, including all documents submitted by the student and other documentation it considers relevant. The Grade Appeal Panel shall conduct a hearing prior to making a determination on the outcome of the grade appeal. Both the student and the instructor shall be notified of the day and time of the hearing and invited to attend. Both the student and the instructor will be provided an opportunity to make a statement and to be asked questions. The student may be accompanied by an advisor. The advisor may be a faculty member or a student. The advisor may be present to advise the student but may not ask or answer questions. The instructor may be accompanied by an advisor. The advisor may be a faculty member or a representative of the faculty union. The advisor may be present to advise the instructor but may not ask or answer questions. The Grade Appeal Panel may make a recording of the hearing, which may be consulted during the Panel's deliberation.

Grade Appeal Panel: Decision

Following its hearing, the Panel shall deliberate and make findings by majority vote. The Panel may sustain or deny all, some, or none of the allegations in the Grade Appeal. If the Panel finds that the disputed grade is incorrect because of mistake, fraud, bad faith, or incompetence, the Panel will determine the new grade to be assigned. The Appeal Panel Chair shall issue its findings and recommendation to the Vice President of Academic Affairs and forward grade change decision to the

Admissions and Records Office, who shall inform the appealing student and the instructor within 10 business days. The decision of the Grade Appeal Panel is final.

Expunging of Changed Grade

When a grade is changed in accordance with this Regulation, the original incorrect grade shall be expunged from the student's record.

Changing Grades in Cases of Fraud

Instructor fraud

- A. The Vice President of Academic Affairs may determine, based on evidence such as the faculty discipline process, legal findings, or other statements or documentation, that a grade was assigned by an instructor in a fraudulent manner. This determination may be made without any regard to time limit.
- B. Upon such determination, the Vice President of Academic Affairs, in consultation with the Dean of discipline in which the grade was assigned, shall appoint an alternate instructor to assign a replacement grade. The alternate shall be in the discipline of the course or in a related discipline. If no qualified instructor is on the faculty, the Dean, in consultation with the Vice President of Academic Affairs, shall arrange for a qualified consultant.
- C. In changing the grade, the alternate instructor shall consider all evidence of the student's actual performance in the course.
- D. If the alternate instructor is unable to determine the actual performance of the student in the course, then, in consultation with the Dean, the alternate instructor may recommend to the Vice President that the grade for the course be removed. The Vice President has the authority to remove the grade from the student's record.
- E. Following the determination that a grade was assigned in a fraudulent manner, the action to change or remove the grade shall be removed within a reasonable time.
- F. In cases of fraud, both the instructor of record and the student shall be notified of the grade change.