

## AP 4231 Grade Changes

### References:

No Oregon law reference  
BP 3310 Records Retention and Destruction  
BP 5040 Student Records

### Changing Grades

The instructor of the course shall determine the grade to be awarded to each student.

The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors. "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.

In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the Registrar. Students may petition the Registrar for a grade change. In all cases, the instructor who first awarded the grade will be given written notice of the change.

### Security of Grade Records

The College shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any computerized grade data storage system.

The measures implemented by the College shall include, but not necessarily be limited to, password protection for all student grade data bases, locking mechanisms for computer stations from which student grade data bases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to change grades shall be designated by the Chief Student Affairs Officer. No more than three College employees may be authorized to change student grades. Only regular full-time employees of the College may be authorized to change grades as directed. Student workers shall not have access to grade records, and student workers may not change grades at any time

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Chief Student Affairs Officer immediately.

The Registrar shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.

If any student's grade record is found to have been changed without proper authorization, the College will notify:

- 1) the student;
- 2) the instructor who originally awarded the grade;
- 3) any educational institution to which the student has transferred;
- 4) appropriate local law enforcement authorities.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has transferred.

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 the College's policies and procedures.

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, may be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.

*Also see AP 5040 Student Records.*

Approved: July 9, 2019