

# GRADE CHANGES

Course instructors determine the grades to be awarded to students, which shall be final except in cases of mistake, fraud, bad faith, or incompetence. "Mistake" may include, but is not limited to, clerical errors and errors made by an instructor in calculating a student's grade. "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.

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

Provisions will be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available or where the District determines that it is possible there may have been gross misconduct by the original instructor. Students requesting a grade change due to alleged harassment or discrimination shall refer to Administrative Procedure 3435. In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the Dean of Student Services or designee. In all cases, the instructor who first awarded the grade will be given written notice of the change.

## Change of Grade from Evaluative Symbol to Evaluative Symbol

Students wishing to challenge an evaluative grade received in a course (A, B, C, D, F, P, NP) must submit a change of grade request within one year after completing the course for which the grade change is being requested. After this period, if there are extenuating circumstances (i.e., verified cases of accidents, illnesses, or other circumstances beyond the control of the student), a change of grade request may be submitted to the Academic Standards Committee; however, the period for a request may not exceed three years after the completion of the course.

### Procedures Within One Year

- A student shall file a Grade Change Petition with an Admissions and Records office within one year after completing the course. Specific reasons for the request must be stated.
- The petition must be approved and signed by the appropriate instructor and dean. The instructor must cite a reason consistent with one of the conditions in Education Code 76224.
- Approved grade change petitions will be processed by an Admissions and Records office.

### Procedures After the First Year, but Within Three Years

- If there are extenuating circumstances, a student shall file a Grade Change Petition with an Admissions and Records office up to but no later than three years after the completion of the course. In addition to procedures within one year listed above, the student must also attach to the petition sufficient documentation proving an accident, illness, or other circumstances beyond the control of the student that prevented them from submitting the grade change petition within one year of the course completion date.
- An Admissions and Records office shall validate the required data and forward the petition to the Academic Standards Committee for consideration.
- Academic Standards Committee approved grade change petitions will be processed by an Admissions and Records office.

## Change of Grade from Evaluative Symbol to Non-Evaluative Symbol

To change an evaluative grade (A, B, C, D, F, P, NP) to a non-evaluative symbol (EW, W, MW, I, IP), an extenuating circumstance must be verified in writing. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student. A request for a change of grade to a non-evaluative symbol may not exceed three years after the completion of the course.

### Procedures Within Three Years

- A student shall file a Grade Change Petition with an Admissions and Records office indicating the specific change requested.
- The petition must be supported and signed by the appropriate instructor and dean.
- The student must attach sufficient documentation proving an accident, illness, or extenuating circumstances beyond the control of the student.
- A campus Admissions and Records office will validate the required data and confirm the satisfaction of the conditions specified by Title 5 Section 55025.
- The petition will be forwarded to the Academic Standards Committee for consideration.
- Academic Standards Committee approved grade change petitions will be processed by a Admissions and Records office.

## Change of Grade from Evaluative or Non-Evaluative Symbol to a Drop Prior to Census Date

- The student shall file a No Show Petition with a campus Admissions and Records office indicating no class attendance within the add/drop period. The petition must be filed within 30 days after the end of the class or by June 30th of the academic year in which the grade was received, whichever is earlier.
- The petition must be supported and signed by the appropriate instructor and dean.
- Approved petitions will be processed by a Admissions and Records office.

Reference: Sierra College Board Policy 4231 and Administrative Procedure 4231.