

Approved by Faculty Senate May 17, 2006

Administrative Procedures

AP 4231 Grade Changes

Reference: Education Code Section 76224; Title 5, Section 55760

Former Board Regulation: 6.4.2.6 Grade Changes Policy (Amended: 10-27-93)
(Amended: 10-14-06)

A. In any course offered at Ohlone College, the instructor of the course shall determine the grade earned by each student in accordance with grading symbols authorized for use by the Education Code of California and adopted by the Board of Trustees of Ohlone College. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence. Procedures for the correction of grades given in error shall include expunging the incorrect grade from record.

B. A change in the student's letter grade to "CR" or "NC" will be made in the Admissions and Records Office if the student elected to take the class under the "CREDIT/NO CREDIT" policy.

C. A change in the student's grade(s) may be made in accordance with the College policy on Course Repetition

D. Appeals Process

I. When instructor is available:

a. The appeal should be done within one calendar year of the grade having been posted

b. Steps:

1) Speak with the faculty member first. However, if the student is uncomfortable speaking with the faculty member, then the student should meet with the Dean. If the Dean decides not to recommend the student speak directly to the faculty member, the Dean holds a meeting with the faculty member and the student, unless the circumstances demand that another form of grievance be filed.

2) If the student charges fraud, bad faith, or incompetence, the Dean will forward the charges to the proper authorities.

3) The appropriate authority would conduct a thorough investigation of the charges and report the findings to the Vice President of Instruction for final college action.

II. When the instructor is unavailable (all reasonable attempts have been made to contact the instructor, or the instructor is deceased):

If the student still wants to appeal a grade, a minimum of three other faculty members, preferably in the same department as the instructor who issued the original grade, may be assigned to evaluate the formal evidence that the student has presented.

III. If it is determined that a student's grade or enrollment status should be changed, the action will require that the faculty members involved be notified.

Specific procedures for carrying out this policy will be developed through the Registrar's Office and discussed with the Grade Change Committee and brought to the Faculty Senate before any final action is taken.