



GRADE CHANGES

A student who believes that an error was made by the instructor in assigning a final grade should contact the instructor as soon as possible, but not more than one year after the grade is issued and recorded. If there are extenuating circumstances beyond the control of the student, a grade change can be requested beyond the one-year limit, but in no case more than four years after the course is completed. If the instructor is no longer teaching at Solano Community College, the student should contact the office of the School through which the course is offered.

If the instructor determines that the student's grade should be changed, the instructor can obtain the necessary form from the office of the School through which the course is offered. The instructor will submit the completed form to the Dean of the School for approval and signature. If approved, the form will be submitted directly by the School office to the Office of Records and Registration. The form will NOT be given to the student for submission.

California Education Code

76224. (a) When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.