SOLANO COMMUNITY COLLEGE DISTRICT

GRADE CHANGES   **6411**

POLICY: In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with Section 55758 of the California Code of Regulations. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency. Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record.

REFERENCES/
AUTHORITY: California Code of Regulations, Title 5, Section 55760

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ADOPTED: February 19, 1992
REVISED: December 19, 2001
                     January 17, 2007

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PROCEDURES:

1. Submit your request in writing directly to the faculty member within one year after completing the course for which the grade change is being requested.

2. If the faculty member is not available, you may submit your request through the Academic Council Petition process. However, only the faculty member that assigned the original grade may authorize a change of grade.

3. If there are verifiable extenuating circumstances that precluded you from making a request within one year, you may submit a request through the Academic Council; however, a request for change of grade may not be initiated beyond four years after the completion of the course.

4. Requests that involve changing an evaluative grade (A, B, C, D, F, Pass/No Pass) to a non-evaluative grade (W) can be done only if extenuating circumstances apply. (Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.)

5. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency.

6. Students will be notified when grade changes have been posted.

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GOVERNING BOARD REVIEW: May 17, 1989
August 19, 2009