

**CHAPTER 6: Educational Program  
BOARD POLICY NO. 6.23 (BP 4231)**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** BP 6.23 Grade Changes  
**Review Date:** 9/14  
**Policy References:** Education Code Sections 76224, 76232; Title 5 Section 55025

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1. The colleges shall implement uniform procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:
  - a. Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final;
  - b. Procedures for students to challenge the correctness of a grade;
  - c. Procedures for installation of security measures to protect grade records and grade storage systems from unauthorized access;
  - d. Limitations on access to grade records and grade storage systems;
  - e. Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization;
  - f. Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.