

**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

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.