

GRADE CHANGE

6.10012 DP
DISTRICT PROCEDURE

PURPOSE This procedure describes the district process for a grade change. A student's grade will be made only in extraordinary circumstances.

GRADE CHANGE REQUESTS Students will be required to present documentation supporting their claim.

A grade change request may be made, in writing, for a final grade, not including withdrawals or incompletes, to the instructor up to the official mid-term date of the subsequent fall or spring semester following the posting of the grade.

APPEALS INFORMAL
Students who wish to challenge a grade should first seek to resolve the matter informally with the course instructor.

LEVEL I FORMAL
If still dissatisfied, the student may appeal, in writing to the division chair or if the division chair is the instructor then to the instructional dean of the campus.

The division chair will conduct an inquiry for the purpose of determining that the grade was not awarded for reasons that are arbitrary or capricious. The chair cannot substitute his or her judgment for that of the instructor concerning the quality of the student's work. No grade shall be otherwise changed unless there is clear, convincing and unequivocal evidence that it was a direct result of arbitrary and capricious conduct by the instructor. Arbitrary and capricious assignment of a grade may include but is not limited to circumstances where;

- A. The grade was assigned by more exacting or demanding standards than were applied to other students in the course.;
- B. The grade was assigned to a performance standard which substantially deviated from the performance standard stated in the syllabus by the instructor;
- C. The grade was assigned after the instructor refused to correct mathematical or mechanical grading errors.

When the instructor is unavailable or unable, the division chair may initiate a grade change with the approval of the dean of instruction and the president. The division chair will notify the student within thirty business days from the date the grade change request was officially submitted by the student(s).

LEVEL II FORMAL
If the student is dissatisfied with the decision of the Division Chair, the student may submit a written appeal to the Dean of Instruction. If the Dean of Instruction facilitated the Level I Formal appeal, the Vice President of Instruction and Student Services will perform the Level II formal appeal duties. The student shall be notified of the Level II decision within 30 days of

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the Level II Formal appeal submission. The decision of that committee is the final decision on the matter.

REFERENCE

6.10010 BP Academic Standards
6.10011 DP District Procedure Grading Standards, Coursework
and Final Examination
6.10017 DP District Procedure Withdrawal and Audit Enrollment
Status

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2 of 2

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OFFICE OF RESPONSIBILITY: Curriculum and Instruction