

Glendale Community College District

4231

Administrative Regulation

GRADE CHANGES

The instructor of the course shall determine the grade for each student in the class. The determination of the student's grade by the instructor is final unless a student can provide evidence the grade is incorrect based on mistake, fraud, bad faith, or incompetence. A change of grade shall occur in cases of clerical error, administrative error, or where the instructor re-evaluates the student's performance and discovers an error in the original evaluation. A clerical error is an error made by the instructor in calculating or recording the grade. A change of grade shall not occur as a consequence of the acceptance of additional work or re-examination beyond the specified course requirements.

A request for a grade change shall be initiated by the student or by the instructor within the next regular semester following the award of the original grade. The instructor must respond in writing. If the instructor determines that there is a valid basis for the change, a Change of Grade form shall be used to notify the Office of Admissions and Records. If the instructor determines that there is not a valid basis for the change and denies the student's request, the instructor's decision, subject to the appeals process is final.

The Change of Grade form must be completed by the instructor, signed by the division chairperson, and submitted to the Office Admissions and Records by the division chairperson. Once the change of grade is processed, students shall be notified by the Office of Admissions and Records.

Students who believe a grade awarded is incorrect should discuss the grade first with the instructor of the class. If the problem is not resolved at that level, the student should discuss the problem with the division chairperson, and subsequently with the instructional dean. If it is not possible to resolve the problem in these discussions, the student may request an administrative hearing with the appropriate senior GCC administrator following procedures described in Administrative Regulations 5101 – Students Grievance Procedures.

References:

- Education Code Sections 76224 and 76232
- Title 5 Section 50025

Adopted 1/18/11