

**SOLANO COMMUNITY COLLEGE DISTRICT**

**GRADE CHANGES**

**6411**

**POLICY:** The Superintendent/President shall implement 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:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- Procedures for students to challenge the correctness of a grade.
- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- 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.
- 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.

See Governing Board Policy 3500; Administrative Procedures 6411, and Governing Board Policy/Administrative Procedures 5150

**REFERENCES/  
AUTHORITY:**

Title 5, Section 55025

California Education Code, Sections 76224, 76232

**ADOPTED:** February 19, 1992

**REVISED:** December 19, 2001; January 17, 2007; August 19, 2009;  
March 1, 2017

**REVIEWED:** March 27, 2024