



the rights of someone else

- F. Students and instructors wishing to change a grade after 60 instructional days (excluding weekends and holidays) of the date when official grades are posted must submit their request in writing to the Committee on Exceptions. Such requests must be made within three years of the date when the grade was posted. The Committee on Exceptions will consult with the instructor of record, review deadlines, and examine extenuating circumstances. Approved changes will be submitted to the Admissions and Records Office through a grade change form approved by the instructor and chair of the Committee on Exceptions.

Requesting a Change from an Evaluative Symbol to a Nonevaluative Symbol

A student who requests a grade change from an evaluative symbol to a "W" (Withdrawal), an 'EW' (Excused Withdrawal) or "NR" (No Record) must submit their request in writing to the Committee on Exceptions. Such requests must be made within three years of the date when the grade was posted. The Committee on Exceptions will consult with the instructor of record, review deadlines, and examine extenuating

college employee; they may handle student records only for filing, scanning, and retrieval purposes; and they may not change, alter, or process grades at any time. Student workers are required to sign a confidentiality and records security agreement upon employment with the district.

- D. Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the director of Admissions and Records immediately. The director of Admissions and Records shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.
- E. If any student's grade record is found to have been changed without proper authorization, the district will notify all of the following:
 - 1. The student
 - 2. The instructor who originally awarded the grade
 - 3. Any educational institution to which the student has transferred and/or submitted official transcripts
 - 4. The accreditation agency
 - 5. Appropriate local law enforcement authorities.
- F. Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with district policies and procedures.
- G. Any person who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.

Also see Board Policy 3310, Records Retention and Destruction, and Board Policy/ Administrative Procedure 5040, Student Records.