

The superintendent/
necessarily be limited to, the following:

The procedures shall include, but not

- 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. The 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.

Also see Board Policy 3310, Records Retention and Destruction; Administrative Procedure 4231, Grade Changes; Board Policy/Administrative Procedure 5040, Student Records.