

AR 4312 Faculty Initiated Grade Changes

It is a recognized principle that evaluation in college courses is a prime responsibility of the instructor. Such evaluation involves measurement of achievement against the objectives of the course, and the assignment of a letter grade to ~~denote the subject matter mastery of the student~~ **reflect this assessment**. Grades (A, B, C, D, F, P, NP) assigned by the faculty are ~~considered to be~~ final and will only be changed in cases of clerical or computational error. Faculty must report errors no later than two years following the date of the grade **submission** ~~report~~ and include a brief written explanation and/or relevant documentation of the clerical or computational error.

Also see AR 4313 Grade Appeals Committee

Reference: Education Code **Sections** 76224, **76232**
Title 5 Section 55025

Reviewed and/or Updated: 4/29/03; 5/12/15, **10/1/25**