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**Administrative Regulation**  
Chapter 4 – Academic Affairs

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**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 reflect this assessment. Grades (A, B, C, D, F, P, NP) assigned by the faculty are 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 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*