

**Administrative Procedures 4231 Grade Changes and Adjustment of Fees**

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**AP 4231      Grade Changes and Adjustment of Fees**

**Reference:    Education Code Sections 76224; Title 5, Section 55760**

- A.    The instructor of a course shall determine the grade to be awarded to each student. The determination of the student’s grade by the instructor is final in the absence of mistake, fraud, bad faith or incompetency.
  
- B.    Students who believe that an error was made in a grade entered on their permanent record may petition the Director of Admissions and Records to correct the record. Petitions for a grade change must be filed no later than one (1) year after the term for which the grade was posted and will be made only after the assigning instructor determines the validity of such a petition and issues a written authorization for the grade change.

Grades will not be changed for courses completed more than one (1) year prior to the date of a petition except as noted in paragraph “C” below.

- C.    In cases of alleged instructor fraud, bad faith or incompetence, the final determination regarding the removal or change of a grade or adjustment of fees will be made by the Superintendent/President or designee as set forth by Administrative Procedure 5530, (Student Rights and Grievances).
  
- D.    Only one grade change petition per course is allowed.
  
- E.    Students who believe that an error was made in enrollment, non-resident, or class fees charged against their student account based on last date of attendance may petition the Director of Admissions and Records to correct the record. Petitions for a removal of fees must be filed no later than one (1) year after the term for which the fees were charged and will only be made after the instructor of record determines the validity of such a petition based on last date of attendance and issues a written authorization for the correction of the drop date.
  
- F.    Fees will not be changed for courses completed more than one (1) one year prior to the date of a petition except as noted in paragraph “C” above.
  
- G.    Only one request for adjustment of fees petition per course is allowed.
  
- H.    The District will consider petitions for documented special circumstances for 1-1/2 (one and one half) years.