

## **Chapter 4 – Academic Affairs**

### **AP 4233 Security of Grade Records**

#### **References:**

Education Code Sections, 76224, 76232; Title 5 Section 55025

The District shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any computerized grade data storage system. The measures implemented by the District shall include, but not necessarily be limited to, password protection of all student grade data bases, locking mechanisms for computer stations from which student grade data bases can be viewed, and strict limits on the number of persons who are authorized to changed student grades.

Persons authorized to change grades shall be designated by the Dean of Enrollment Management. No more than five District employees may be authorized to change student grades. Only regular full-time employees of the District may be authorized to change grades. Student workers shall not have access to grade records, and student workers may not change grades at any time.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Dean of Enrollment Management immediately. The Dean of Enrollment Management shall immediately take steps to lock the grade storage system entirely while an investigation is conducted and shall immediately notify the Vice President of Student Services of the situation.

#### Disciplinary and Legal Action

If any student's grade record is found to have been changed without proper authorization, the District will notify the following:

1. the student;
2. the instructor who originally awarded the grade;
3. any educational institution to which the student has transferred for which the college has knowledge;
4. the accreditation agency; and
5. appropriate local law enforcement authorities if a violation of law has occurred.

Whenever a grade is changed for reasons of fraud or lapse in security, corrected transcripts will be sent to any educational institution to which a student has transferred for which the college has knowledge.

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 and shall be subject to being reported to local law enforcement authorities if a violation of law has occurred.

Approved: September 2008  
Reviewed: May 14, 2013  
Reviewed: December 6, 2014  
Reviewed: June 9, 2015  
Reviewed: August 17, 2016