

3.10

GRADING

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TITLE 5: 55022, 55023, 55024, 55025

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1. It shall be the policy of the Sonoma County Junior College District to develop and implement regulations governing grading practices and units awarded which are consistent with the Administrative Code, Title 5. These regulations shall be stated in detail in the College Catalog.
 2. Instructors are expected to maintain a complete and accurate record of student achievement and are required to retain all grade rosters/records securely and confidentially for a period of at least two years.
 3. All test scores, including final examinations, and course grades may be posted at the discretion of instructors. Instructors will utilize every precaution to preclude violation of student confidentiality. The use of the official student identification number is appropriate; anonymity is mandatory.
 4. Notices may be issued at midterm time to students enrolled in semester length courses when unsatisfactory progress has been recorded.
 5. Final grades are made available to all students at the close of the semester; however, official transcripts are not released until all financial and other obligations have been cleared.
 6. Student requests for grade changes must be initiated no later than two years from the date the grade was posted.
 7. The Vice Presidents of Academic Affairs and Student Services, in conjunction with the Director of Computing Services, shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:
 - Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
 - Procedures for students to challenge the correctness of a grade.
 - The installation of security measures to protect grade records and grade storage systems from unauthorized access.
 - Limitations on access to grade records and grade storage systems.
 - 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.
 - 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.