

# LAKE TAHOE COMMUNITY COLLEGE

## REGULATION 3.11

### *Board Policy Manual Section 3.11 Grading System*

#### **GRADE CHANGES**

The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency (Title 5, §55025). These circumstances are defined as follows:

- Mistake:* some unintentional act, omission, or error by the instructor or the college.  
*Fraud:* a deception deliberately practiced in order to secure unfair or unlawful gain.  
*Bad Faith:* an intent to deceive in an act of dishonesty.  
*Incompetency:* a lack of ability, legal qualification, or fitness to discharge a required duty.

A student who feels that an instructor has given an evaluative grade based on a mistake, fraud, bad faith, or incompetency, and has evidence to substantiate the claim, must take the following steps.

*Level 1: Discuss the matter with the instructor.*

Counselors are available to facilitate this step with the student and instructor. Following discussion(s) with the instructor, should the student seek to proceed with a formal appeal of the decision of the instructor, the student must then proceed to Level 2.

If the instructor is no longer employed by the College, the student should present the matter to the area dean and a faculty member from the department in which the course is taught. Following discussion(s) with the dean and department representative, should the student seek to proceed with a formal appeal of their decision, the student must then proceed to Level 2.

If one of the following conditions exists, the student should present the matter to the area dean and a faculty member from the department in which the course is taught:

- instructor is no longer employed by the college,
- student has filed a discrimination complaint involving the instructor, or
- the college determines it is possible there has been gross misconduct by the original instructor.

*Level 2: Submit a written appeal, with evidence substantiating the grounds for the appeal, to the Academic Standards Committee.*

The Academic Standards Committee is comprised of three faculty (one counselor, one faculty member from the department in which the course is taught, and one at-large faculty member) appointed by the Academic Senate, one student (appointed by the ASC), the area dean, and the Vice President, Academic Affairs and Student Services. The Committee will be convened and chaired by the Vice President, Academic Affairs and Student Services. The decision of the Academic Standards Committee is reached through a majority vote and its decision is final.

Students requesting a change of grade based on one or more of the conditions delineated above must begin the appeal process within one year from the end of the quarter in which the course was taken.

In cases where an instructor has found student dishonesty or fraud subsequent to the submission of final grades, the instructor will:

1. complete a grade change form reflecting the corrected grade; and
2. notify the student and area dean in writing of the circumstances leading to the grade change and the final grade

1/28/03  
11/13/07  
8/14/08