

**RECORDING GRADE CHANGES  
and  
SECURING GRADE RECORDS**

The Chancellor shall implement procedures to assure the accuracy and integrity of all grade changes and the securing of all grade records. The procedures shall include, but not necessarily be limited to, the following:

- 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; and
- 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.

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