

# Grade Changes

Questions regarding grades in a course must be resolved within 90 calendar days following the grade's posting. Grade changes are approved only to correct errors in computing the grade, and a grade change form must be submitted no later than the close of the semester/summer Term following the posting of the grade.

Grievance issues regarding grades, course requirements and classroom procedures can occur. The first and foremost contact for resolving the problem is with the course instructor. The University expects most issues raised by the student to be resolved amicably and informally with the professor. If an informal resolution is not possible, students may file a written grievance on a General Petition Form, available online at [www.leighton-edu.us/academics/forms](http://www.leighton-edu.us/academics/forms). These forms must be submitted with the course instructor's signature within 90 calendar days of the Registrar's Office posting of the course's final grades. Appeals may be contemplated at the following levels, as necessary: course instructor, Departmental Chair, School's Dean, Senior Vice President for Academic Affairs. Course instructors must retain all evaluated student material that may not have been returned six months after the last class of the Term evaluated.