

Grade Changes

Questions regarding grades in a course must be resolved within 90 calendar days following the grade's posting. The change of grade is approved only for the correction of errors in computing the grade. The course instructor completed the Change Form and submitted it for processing no later than the close of the semester/summer session following the grade's posting.

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 that most issues are 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. 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 dean, vice president for academic affairs. Faculty retain all evaluated student material not previously returned six months after the Term's last class evaluated.