



LHU Policy No – LHU-09
Original Date – December 21, 2015
Last Review Date – May, 2020
By the Academic Regulations Committee
Last Update Date – December 21, 2015
Next 5-Year Review Date – May, 2025

GRADE CHANGE POLICY

It is the student's responsibility to review final grades at the close of a semester or other academic session. In normal circumstances, grade changes can be made only by the instructor issuing the grade. In exceptional circumstances (e.g. death, retirement, or permission of the instructor) the department chairperson may be permitted to make a grade change.

Only grade changes, excluding incomplete grades (see below), due to grade miscalculation are accepted after the grade entry deadline of each semester/session. The change is completed in writing at the Registrar's Office no later than four weeks into the semester (fall or spring) following the session/semester for which the course was registered. (Ex: A course registered and graded in the fall semester or winter intersession may be changed up to four weeks in to the spring semester; a course registered and graded in the spring semester or summer sessions may be change up to four weeks in to the fall semester.)

Incomplete grades are assigned according to the Incomplete Grade Policy and are changed online through the published deadline.

"EW" grades, once issued, may not be changed. This grade is not only an academic indicator that the student unofficially withdrew (stopped attending class but did not properly withdraw and therefore did not finish the course requirements) but also is used for federal financial aid compliance. Once the grade is issued, financial aid may be impacted and cannot be reversed.

No grades may be changed for a student after the student has graduated. The student's cumulative grade point average is frozen at the time of graduation and cannot be changed.

Students who have reason to believe a grade was incorrectly issued will follow the University's Grade Appeal Policy.