Saint Leo University
Grading Policy

Grading: Faculty members will become familiar with the University's grading system as defined in the current catalogue and will determine the academic proficiency and understanding of the students in accord with the standards of the University.

a. Criteria for grading must be clearly defined in writing, and included in the course syllabus. The instructor's primary responsibility is to find the proper measurement of relative achievement. The following standard system for grading and determining grade point averages is used at Saint Leo University:

A	Exceptional	4.00	
A-	Superior	3.67	
B+	Excellent	3.33	
B	Very Good	3.00	
B-	Good	2.67	
C+	Above Average	2.33	
C	Average	2.00	
C-	Below Average	1.67	
D+	Marginal	1.33	
D	Poor	1.00	
F	Failure		0.00
FA	Failure Absences	0.00	
I*	Incomplete	0.00	
P	Pass	0.00	
W**	Withdrawn	0.00	
WE***	Withdrawn Excused	0.00	
AU	Audit	0.00	

*Incomplete work will be counted as failure (F) unless the work is made up by the end of following term. The "I" grade is not appropriate for students who simply fail to complete course requirements. The "I" is an appropriate grade only if a student has completed the majority of course requirements, has a valid reason for the incompleteness, and expresses intentions of finishing the work within a reasonable time. The Program Update Request should be filled out and signed by the instructor at time of submitting grades stating the conditions for the "I". The faculty member may not arbitrarily award an "I" grade but may consider it only after the student has initiated a request for it. The awarding of "I" grades is discouraged.

** Prior to 6th Week

*** Due to Military Duty (Military TDY; attach copy of orders to withdrawal form)

b. Submission of Grades: All faculty members will issue final grades to the registrar's office by the date requested by the University, no later than 3 days after the close of the term. Grades will be submitted via eLion. Faculty will determine and assign final grades based on the criteria outlined in the course syllabus.

c. Grade Changes may be made only by the faculty member administering the course, and with the approval of the appropriate school dean or the Vice President for Academic Affairs. Changes in grades are permitted only when a computational effort has been made. A student who believes that an improper grade has been received must notify the faculty member immediately upon receipt of the grade. All grades are final three months after they are posted.

d. Grade Appeals Procedures: The following procedures shall be adhered to reference grade appeals:

i. When a student elects to appeal a course grade that he or she believes to be improper, the student shall notify the course instructor within thirty (30) days from the date that the grade is recorded by the Registrar's office. If the issue is not resolved between the student and the instructor, the student may appeal to the next step.

ii. The appeal must be submitted in writing to the instructor's dean if a University Campus student or to the Center Director if an off-campus or online student. The written appeal shall include all originals or copies of the work upon which the grade was based, a syllabus for the course and a listing of all materials that were to have been graded for the course. The written appeal must also include the course grade the student believes he or she earned and the basis for such belief.

iii. Upon receipt of the written appeal and corresponding materials upon which the grade was based, the following action will be taken:

a. for appeals filed by University Campus students, the instructor's dean will assign full-time faculty member in the appropriate discipline to conduct an assessment of the appeal.

b. for appeals filed by off-campus and online students, the student's Center Director will forward the appeal packet to the University Campus dean who is responsible for the course discipline. The dean will handle the appeal as noted in sub-section a above.

iv. The assigned full-time faculty member will conduct a thorough assessment of the appeal, including communication with the student if deemed necessary. The list of all materials that were to have been graded for the course must be submitted to the original faculty member for review. If the reviewing faculty member determines there is clear and convincing evidence to support a grade change, the recommendation will be forwarded to the Vice President for Academic Affairs. Although the student filed the appeal for the purpose of being awarded a higher grade, the reviewing faculty member could determine that the instructor's original grade was in fact liberal and therefore, the recommendation would be to lower the grade. Should the reviewing faculty member find no clear and convincing evidence to support a grade change, he or she will forward the finding to the dean who will in turn notify the student in writing with copies to the Vice President for Academic Affairs and the dean or Center director who initiated the faculty review.

v. Upon receipt of a recommendation for a grade change from a reviewing faculty member, the Vice President for Academic Affairs will evaluate the recommendation and make a final determination concerning the student's grade. The student and the instructor will be notified in writing. Once a final decision has been made at this level, the student shall not have any further appeals. Any change of grade will be initiated by the Vice President for Academic Affairs through the Registrar's office.

All written grade appeals will be completed within sixty days from the date of receipt unless the Vice President for Academic Affairs grants an extension.

vi. In those cases where the reviewing faculty finds no evidence to justify a change in grade, the student may appeal to the Vice President for Academic Affairs. Upon reviewing the appeal and faculty review, the Vice President for Academic Affairs will make a final, non-appealable decision. The student and instructor will be notified of the decision in writing.

e. Grade Confidentiality is considered to be an important part of a students' right of privacy. All student grades are to be treated as confidential information shared only between the individual student and his/her instructor. A student's grade is not to be discussed with anyone other than the student and cannot be posted on doors or bulletin boards.