



**LAKE ERIE**

COLLEGE

**OFFICE OF REGISTRAR**

## **Grade Submission Policy**

Grades are to be submitted by the Faculty of Record for each course according to the deadline established on the Academic Calendar.

Grading is to be completed using LEO (Lake Erie Online). Faculty unable to use LEO are required to submit grades on an official grade roster with faculty signature. Grade Rosters can be provided by the Registrar's Office upon request. Grades will not be accepted by phone or e-mail, or without a faculty of record's signature. Grades of Incomplete cannot be submitted online. Fully completed Incomplete paperwork must be received in the Registrar's Office by the grading submission deadline.

Grade Change Forms are required to alter any grade after the official deadline for grade submission has passed. This deadline for submission includes initial final grades (late grades). Grade changes require signatures from the faculty of record, the Dean, and the Vice President for Academic Affairs. Forms may be obtained from the Registrar's Office or under Handouts/Faculty Forms in LEO.

The deadlines are established according to the following policy:

### Traditional Academic Calendar

- Midterm grades: Required for all freshmen (FF/FR) and non-degree seeking students (CCP). Grades are due by 8:00 a.m. the Wednesday following Fall Break and Spring Break.
- 1<sup>st</sup> 7 week final grades: Grades are due by 8:00 a.m. 4 days after the last class.  
*Example:* If week 7 ends on a Friday, grades are therefore due the following Tuesday by 8:00 a.m.
- Final and 2<sup>nd</sup> 7 week final grades:
  - Summer and Fall Semesters - Grades are due by 8:00 a.m. 4 days after the last final exam date according to the final exam schedule published by the Registrar's Office. Graduating student grades are not due early.  
*Example:* Final exams end on Friday. Grades are due the following Tuesday by 8:00 a.m.
  - Spring semester – Graduating students' grades are due by 8:00 a.m. 4 days after the last final exam date according to the final exam schedule published by the Registrar's Office.  
*Example:* Final exams end on Friday. Senior grades are due the following Tuesday by 8:00 a.m.

All other grades are due by 8:00 a.m. one week after the last final exam date according to the final exam schedule published by the Registrar's Office.

*Example:* Final exams end on Friday. All other grades are due the following Friday by 8:00 a.m.

Accelerated MBA Academic Calendar

Grades are due by 8:00 a.m. 5 days after the final class meeting.

*Example:* Class ends Saturday. Grades are due the following Friday by 8:00 a.m.