

Personnel Policies for Lincoln University

The guiding principle for these policies is The Rules and Regulation of Lincoln University • Chapter I University Governance: Structure and Functions • Chapter VI Administration and Finance • Chapter VIII University Employment • HRSHB 6.7.2

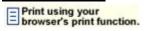
Effective August 13, 2009

Grade Re-evaluation

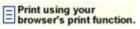
Letter from the President

Rules and Regulations

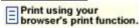
Adjunct Handbook



Faculty Handbook



Staff Handbook



Employees covered by this policy

This policy applies to all Faculty employees at LU and applicants of positions.

Policy

A student who has reasons which can be substantiated may request a grade re-evaluation according to the following procedure:

- 1. The student must first meet with the instructor (or department head, if the instructor is no longer employed) and request a re-evaluation of her/his performance in class;
- 2. The instructor, upon receipt of the student's request, will review her/his records. If the instructor determines that the request is valid and substantiated and that a change of grade is justified, the instructor will fill out a change-of-grade form and submit it to the department head for action;
- 3. The department head will forward the form to the dean;
- 4. The dean will forward the form to the vice president for Academic Affairs;
- 5. The vice president for Academic Affairs will forward the form to the Records Office for final action.

If the instructor determines that the request for a change of grade is not justified, the student may appeal. To do so, the student must obtain a "Student Academic Complaint Policy and Procedure" form from the Office of Academic Affairs. The form specifies the action to be taken and the time line for doing so.