1. **Sign In to LEONet.**

2. **To Request Grade Accommodations**
   - click: Self Service > Grading Accommodation Request

3. **Click the magnifying glass** next to the **Class Nbr** to pull up a list of current courses.

4. Click on the course for which you would like to request a grade accommodation.

5. Click the yellow **Add** button.

6. **Read through the information and click** the acknowledgment of the **Statement of Understanding.**

7. In the Grade Option Request section, check the box to confirm the grading accommodation.

8. **Indicate the Requested Grade** by selecting **P Grade** or **Withdraw** from the dropdown box.

9. Click the **Save** button.

10. Click the **Add** button on the bottom right of the page to repeat the process for an additional course, if needed.

11. **Remember to Sign Out of PeopleSoft** when you have finished your session.

**Grade Accommodation Process:**

- Once request is submitted, your dean will review for approval.
- After the deadline for grade accommodations, May 26 at 5:30 p.m., your grade and grade point averages will be updated.
To check the status of your Grade Accommodation request:

1. Sign In to LEONet

2. Click **Grading Accommodation Request**: Self Service > Grading Accommodation Request

3. Click on the **Find an Existing Value** tab.

4. Click **Search**.

5. Click on the course for which you would like to check the status of the request.

6. Note the College Approval selection in the box indicated.

7. Click the **Return to Search** button to select your next class.

If you have any questions about grade accommodations, please contact records@southeastern.edu.