Records Office – Change of Grade Policy

For reference, check the **Appeal of a Final Grade** section in the Loyola Graduate and Undergraduate Catalogues. This policy was implemented at the start of the Fall 2012 semester.

Instructions

I. Change of Grade Form

a. Initial/Change of Grade form will be available online through **WebAdvisor for Faculty -> Faculty Information -> Change of Grade**

b. Additional support is available at the **Records Office**
   i. Located at the Evergreen Campus, Maryland Hall 141
   ii. Office Hours:

Monday – Thursday	**7:00am – 7:15pm**
Friday	**7:00am – 4:30pm**

II. Type of Grade Changes

- ***Initial Grade***
  - All grades submitted via WebAdvisor are considered initial grades. This also includes changing a grade from a ***GL*** or ***NR*** to a letter grade.
  - Incomplete grades **<u>before</u>** expiration are accepted as initial grades.
  - When submitting a manual initial grade, the policy requires **Instructor e-signature only** on the change of grade form.

- ***Incomplete Grade***
  - Incomplete grades, unlike ***GL*** grades, turn to an ***F*** once the expiration date has passed.

  - An expired Incomplete (meaning it has converted to an ***F***) is defined by the Loyola Catalogue as a verified grade. Therefore it is subject for further review before a change can be made.

  - An expired Incomplete will require:
    - Instructor e-signature

    - Department Chair e-stamp

    - Dean e-stamp **IF**:
      - The instructor is also the Department Chair.

- **Computational Errors**
  - All computational errors require **Instructor** and **Department Chair e-signatures**. *(This applies whether the student or the faculty member identified the error)* **Dean e-stamp may also be required.**

- **Appeal of Final Grade**
  - Requires:
    - Instructor e-signature

    - Department Chair e-stamp

    - Academic Dean e-stamp

    - No grade may be appealed after the student graduates from Loyola University Maryland.

    - No Fall 2014 grade appeal may be accepted after February 9, 2015 for Fall 2014.

Time Line for Grade Change	
Student	• Students have **10 business days** from the start of the Spring 2015 semester to submit their written request to the instructor for **Fall 2014** grade changes. • For **Fall 2014**, all students must submit their request(s) no later than **January 26, 2015.**
Instructor	• Instructors have **10 business days** to report back to the student and the Department Chair of his/her decision to grant or decline the grade change. • The 10 business days start when the instructor receives the request from the student, which means within the student's 10 business days. • For Fall 2014, the instructor has to submit the Change of Grade Form to the Records Office **no later than February 9, 2015.**
According to the policy, the Records Office cannot accept a change of grade after **February 9, 2015**.	

Type of Grade Changes	
Initial Grade • Initial Final Grade • Midterm Grade • NR and GL Grades	Requires: • Instructor signature only • This applies to both Midterm and Final Grades

Incomplete Grade	Requires:
	• Instructor e-signature only **<u>if</u>** the Incomplete has not expired.
	• If the incomplete has expired then the ***F*** is considered a verified grade.
	• Expired Incompletes require:
	  ○ Instructor e-signature
	  ○ Department Chair e-stamp
	  ○ If the Chair is the instructor, then the Deans' e-stamp is required.

Final Grade Change: (including) • **Computational Errors (This applies whether the student or instructor identified the error)**	Requires: • Instructor **<u>and</u>** Department Chair. • Dean e-stamp is required **<u>when</u>** the instructor is also the Department Chair. • Computational errors do not require a student's written request for a change of grade.
Grade Appeals • **An Official Grade Appeal occurs when the student is not satisfied with the instructor's decision to decline his or her request for a grade change.**	Requires: • Instructor e-signature • Department Chair e-stamp • Dean e-stamp

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