Initial Grade Assignment/Change of Grade Additional Field Instructions

This form must be completed for any grade change made after initial grading via WebAdvisor or for assigning an initial grade per student after WebAdvisor grading closes. The form provides supporting documentation and requirements for assigning an initial grade or changing a final grade, according to University policy as stated in the Catalogue. It is important to complete the Initial Grade Assignment/Change of Grade correctly for accurate processing. This form can capture discussions and agreements with the student (when applicable). For security reasons, there is no URL link to the completed form included in the e-mail confirmation. Additionally, for security reasons, you will be asked to authenticate with your inside.loyola.edu credentials twice, first to access the form, and second to submit the completed form. The following fields are required to submit the Initial Grade Assignment/Change of Grade:

Type of Change:

There are four (4) Types of Grade Assignments to choose from: Midterm, Incomplete/Grade Later, Final, and Appeal.

You must choose only one (1) Type of Grade Assignment per submission.

You are completing this report for 1 of 4 reasons:

1. ASSIGN: WebAdvisor is Closed for Grading (the deadline has passed) and you would like Records to enter the Initial grade in WebAdvisor for individual students.*
2. CHANGE (for Midterm or Incomplete/Grade Later): The grade entered in WebAdvisor needs to be changed.
3. CHANGE (for Final Grade): The final grade needs to be changed and requires department chair approval.
4. APPEAL (for Final Grade): The student has requested an appeal of a final grade. Department chair and Dean's approval are required.

*All grade rosters not submitted prior to the grading deadlines must be printed out by the faculty member from WebAdvisor Grading, manually completed, signed, dated, and brought to the Records Office, Maryland Hall 141.

Comments:

You must give a reason (as described in University policy) for any CHANGE other than computational, recording, or transmittal error.

Forwarding to appropriate Chair and/or Dean is an automated process upon submission of the form based on your selection of #3 or #4 above.