

# Records Office – Change of Grade Policy

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

## Instructions

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### I. Electronic Change of Grade Form

- Initial/Change of Grade form will be available online through **WebAdvisor for Faculty > Faculty Information > Change of Grade**
- Additional support is available at the **Records Office**.
  - i. Located at the Evergreen Campus, Maryland Hall 141
  - ii. Call 410-617-2263 for further assistance
  - iii. Typical Office Hours:

**Monday – Thursday 7:00am – 7:15pm**

**Friday 7:00am – 4:30pm**

### II. Types of Grade Changes

- **Initial Grade**
  - All grades submitted via WebAdvisor are considered initial grades. This also includes changing a grade from a **GL** or an **NR** to a letter grade.
  - Incomplete grades **prior to** expiration are accepted as initial grades.
  - When submitting a manual initial grade, we require **Instructor e-signature only** on the new change of grade eForm.

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- **Incomplete Grade**
  - Incomplete grades, unlike **GL** grades, automatically convert to an **F** at 12:00 a.m. (midnight) after the expiration date.
  - An expired grade of Incomplete is defined by the Loyola catalogue as a verified grade of **F**. 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.
      - The completion date for the incomplete grade is later than February 1, 2019 (**Undergraduate Students**).
- **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.**
- **Grade Appeals will not be accepted after February 8, 2019.**

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Time Line for Grade Change	
<b>Student</b>	<ul style="list-style-type: none"><li>• Students have <b>10 business days</b> from the start of the <i>Spring 2019</i> semester to submit their written request to the instructor for <b>Fall 2018</b> grade changes.</li><li>• For <b>Fall 2018</b>, all students must submit their request(s) no later than <b>January 25, 2019</b>.</li></ul>
<b>Instructor</b>	<ul style="list-style-type: none"><li>• Instructors have <b>10 business days</b> to report back to the student and the Department Chair of his/her decision to grant or decline the grade change.</li><li>• The 10 business days start when the instructor receives the request from the student, which means within the student's 10 business days.</li><li>• For <b>Fall 2018</b>, the instructor must submit the Change of Grade Form to the Records Office <b>no later than February 8, 2019</b>.</li></ul>
<p>According to the policy, the Records Office cannot accept a change of grade after February 8, 2019 for Fall 2018.</p>	

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Type of Grade Changes	
<p><b>Initial Grade</b></p> <ul style="list-style-type: none"> <li>• Initial Final Grade</li> <li>• Midterm Grade</li> <li>• NR and GL Grades</li> </ul>	<p>Requires:</p> <ul style="list-style-type: none"> <li>• Instructor e-signature only</li> </ul>
<p><b>Incomplete Grade</b></p>	<p>Requires:</p> <ul style="list-style-type: none"> <li>• Instructor e-signature only <b>if</b> the Incomplete has not expired.</li> <li>• If the incomplete has expired then the <b>F</b> is considered a verified final grade.</li> <li>• Expired Incompletes require:                             <ul style="list-style-type: none"> <li>○ Instructor e-signature</li> <li>○ Department Chair e-stamp</li> <li>○ If the Chair is the instructor, then the Deans e-stamp is required.</li> </ul> </li> </ul>
<p><b>Final Grade Change: (including)</b></p> <ul style="list-style-type: none"> <li>• <b>Computational Errors</b> (This applies whether the student or instructor identified the error)</li> </ul>	<p>Requires:</p> <ul style="list-style-type: none"> <li>• Instructor <b>and</b> Department Chair.</li> <li>• Dean e-stamp is required <b>when</b> the instructor is also the Department Chair.</li> <li>• Computational errors do not require a student's written request for a change of grade.</li> </ul>
<p><b>Grade Appeals</b></p> <ul style="list-style-type: none"> <li>• <b>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.</b></li> </ul>	<p>Requires:</p> <ul style="list-style-type: none"> <li>• Instructor, Department Chair, and the appropriate Dean.</li> </ul>

Updated: 10/12/2018/10/16/2018