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. **Electronic Change of Grade Form**

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

   o 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. Office Hours:

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

II. **Types of Grade Changes**

   o **Initial Grade**

     o 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.

     o Incomplete grades **prior to** expiration are accepted as an initial grade.

     o When submitting a manual initial grade we require **Instructor e-signature only** on the new change of grade eForm.
Incomplete Grade
- Incomplete grades, unlike GL grades, automatically convert to an F at 12:00am (midnight) after the expiration date.
- An expired 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 July 1, 2020 (Undergraduate Students).
    - OR
    - The completion date for the incomplete grade is later than 2 weeks after the completion of the course (Graduate Students).

- Graduating Seniors cannot be assigned an incomplete grade.

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 June 25, 2020 for non-graduating students.

### Time Line for Grade Change

| Student | • Students have **10 business days** from the start of the *Summer 2020* semester to submit their written request to the instructor for *Spring 2020* grade changes.  
   • For *Spring 2020*, all students must submit their request(s) no later than **June 11, 2020**. |
|------------------|---------------------------------------------------------------------------------|
| 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 *Spring 2020*, the instructor must submit the Change of Grade Form to the Records Office **no later than June 25, 2020**. |

According to the policy, the Records Office cannot accept a change of grade after June 25, 2020 for *Spring 2020*. 
May Graduation

Graduation date is May 15, 2020
- All grades are final on Graduation Day and may not be changed once the degree is posted.

### Appeal of Final Grades for Graduating Students Only

| Tuesday prior to Graduation – May 12, 2020 | • All final grades are due by 12:00pm (noon) on Tuesday, May 12, 2020  
• May 12, 2020 is the last date all graduating students can appeal their grades. This includes:  
  o Grade Appeals  
  o Computational Errors  
  o Requested Grade Changes |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Graduating Students  
  • Undergraduate seniors  
  • Graduate students | • Graduating students must notify their instructors of potential grade changes in writing, no later than 12:00pm (noon) on Tuesday, May 12, 2020. |
| Faculty Members | • Faculty members must submit a change of grade eForm and have the proper approval(s) for a graduating student before 12:00pm on Friday, May 14, 2020.  
• No grade changes will be processed after 12:00pm on Friday, May 14, 2020.  
• All grades are final for graduating students after 12:00pm on Friday, May 14, 2020 |
## Type of Grade Changes

<table>
<thead>
<tr>
<th>Initial Grade</th>
<th>Requires:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Initial Final Grade</td>
<td>• Instructor e-signature only</td>
</tr>
<tr>
<td>• Midterm Grade</td>
<td>• This applies to both Midterm and Final Grades</td>
</tr>
<tr>
<td>• NRs and GLs</td>
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<table>
<thead>
<tr>
<th>Incomplete Grade</th>
<th>Requires:</th>
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<tbody>
<tr>
<td></td>
<td>• Instructor e-signature only if the incomplete has not expired.</td>
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<tr>
<td></td>
<td>• If the incomplete has expired then the <strong>F</strong> is considered a verified grade.</td>
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<tr>
<td></td>
<td>• Expired incompletes require:</td>
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<tr>
<td></td>
<td>o Instructor e-signature</td>
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<td></td>
<td>o Department Chair e-stamp</td>
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<td>o If the Chair is the instructor, then Dean e-stamp is required.</td>
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<thead>
<tr>
<th>Final Grade Change: (including)</th>
<th>Requires:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Computational Errors (This applies whether the student or instructor pointed out the error)</td>
<td>• Instructor e-signature and Department Chair e-stamp</td>
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<td></td>
<td>• Dean e-stamp is required when the Instructor is also the Department Chair.</td>
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<tr>
<td></td>
<td>• Computational errors do not require a student’s written request for a change of grade.</td>
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</tbody>
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<thead>
<tr>
<th>Grade Appeals</th>
<th>Requires:</th>
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<tbody>
<tr>
<td>• 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.</td>
<td>• Instructor e-signature</td>
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<td>• Department Chair e-stamp</td>
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<td>• Dean e-stamp</td>
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Updated: 2/18/2020