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. Visit Records Office webpage for further assistance
    iii. Typical Office Hours:

      Monday – Friday       8:00am – 5:00pm

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 initial grades.
    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 12:00 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, 2021 (Undergraduate Students).
    OR
    - The completion date for the incomplete grade is later than 2 weeks after the completion of the course (Graduate 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 16, 2021.
# Time Line for Grade Change

| **Student** | • Students have **10 business days** from the start of the *Spring 2021* semester to submit their written request to the instructor for *Fall 2020* grade changes.  
• For *Fall 2020*, all students must submit their request(s) no later than **February 2, 2021**. |
| **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 2020*, the instructor must submit the Change of Grade Form to the Records Office **no later than February 16, 2021**. |

According to the policy, the Records Office cannot accept a change of grade after February 16, 2021 for *Fall 2020*. 
### Records Office – Change of Grade Policy

<table>
<thead>
<tr>
<th><strong>Type of Grade Changes</strong></th>
<th><strong>Requires:</strong></th>
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</table>
| **Initial Grade**       | - Initial Final Grade  
- Midterm Grade  
- NR and GL Grades  |
|                         | - Instructor e-signature only |
| **Incomplete Grade**    | Requires:  
- Instructor e-signature only **if** the Incomplete has not expired.  
- If the incomplete has expired then the *F* is considered a verified final 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)** | Requires:  
- Instructor **and** Department Chair.  
- Dean e-stamp is required **when** the instructor is also the Department Chair.  
- Computational errors do not require a student’s written request for a change of grade. |
| **Computational Errors** | **(This applies whether the student or instructor identified the error)** |
| **Grade Appeals**       | Requires:  
- Instructor, Department Chair, and the appropriate Dean. |
| **An Official Grade Appeal occurs when the student is not satisfied with the instructor’s decision to decline his or her request for a change of grade.** | |

Updated: 10/08/2020