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**

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**
     
     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, 2019 (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 8, 2019.
### Records Office – Change of Grade Policy

**Time Line for Grade Change**

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<tr>
<th><strong>Student</strong></th>
<th><strong>Instructor</strong></th>
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| - Students have **10 business days** from the start of the *Spring 2019* semester to submit their written request to the instructor for *Fall 2018* grade changes.  
  - For *Fall 2018*, all students must submit their request(s) no later than **January 25, 2019**. | - 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 2018*, the instructor must submit the Change of Grade Form to the Records Office **no later than February 8, 2019**. |

According to the policy, the Records Office cannot accept a change of grade after February 8, 2019 for Fall 2018.
# Type of Grade Changes

<table>
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<tr>
<th>Type of Grade Changes</th>
<th>Requires:</th>
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| **Initial Grade**     | - Initial Final Grade  
                        | - Midterm Grade 
                        | - NR and GL Grades 
                        | Requires: 
                        | - Instructor e-signature only |
| **Incomplete Grade**  | Requires: 
                        | - Instructor e-signature only if theIncomplete 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: 
| - Computational Errors | - Instructor and Department Chair. 
                        | (This applies whether the student or instructor identified the error) 
                        | - 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. |
| **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: 10/12/2018 10/16/2018