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, 2019 (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 27, 2019 for non-graduating students.

<table>
<thead>
<tr>
<th>Time Line for Grade Change</th>
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<tbody>
<tr>
<td><strong>Student</strong></td>
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<tr>
<td>• Students have <strong>10 business days</strong> from the start of the <em>Summer 2019</em> semester to submit their written request to the instructor for <em>Spring 2019</em> grade changes.</td>
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<tr>
<td>• For <em>Spring 2019</em>, all students must submit their request(s) no later than <strong>June 13, 2019</strong>.</td>
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<tr>
<td><strong>Instructor</strong></td>
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<td>• Instructors have <strong>10 business days</strong> to report back to the student and the Department Chair of his/her decision to grant or decline the grade change.</td>
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<td>• The 10 business days start when the instructor receives the request from the student, which means within the student’s 10 business days.</td>
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<tr>
<td>• For <em>Spring 2019</em>, the instructor must submit the Change of Grade Form to the Records Office no later than <strong>June 27, 2019</strong>.</td>
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According to the policy, the Records Office cannot accept a change of grade after June 27, 2019 for Spring 2019.
May Graduation

Graduation date is May 18, 2019
- 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 14, 2019 | • All final grades are due by 12:00pm (noon) on Tuesday, May 14, 2019  
|                                           | • May 14, 2019 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                       | • Graduating students must notify their instructors of potential grade changes in writing, no later than 12:00pm (noon) on Tuesday, May 14, 2019.  
| • Undergraduate seniors                   |  
| • Graduate students                       |  
| 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 17, 2019.  
|                                           | • No grade changes will be processed after 12:00pm on Friday May 17, 2019.  
|                                           | • All grades are final for graduating students after 12:00pm on Friday, May 17, 2019.  

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<th>Type of Grade Changes</th>
<th>Requires:</th>
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| **Initial Grade**     | • Instructor e-signature only  
                      | • This applies to both Midterm and Final Grades |
| • Initial Final Grade |
| • Midterm Grade       |
| • NRs and GLs         |
| **Incomplete Grade**  | • Instructor e-signature only if the incomplete has not expired.  
                      | • If the incomplete has expired then the F is considered a verified grade.  
                      | • Expired incompletes require:  
                      | o Instructor e-signature  
                      | o Department Chair e-stamp  
                      | o If the Chair is the instructor, then Dean e-stamp is required. |
| **Final Grade Change: (including)** | Requires: |
| • **Computational Errors** (This applies whether the student or instructor pointed out the error) | • Instructor e-signature and Department Chair e-stamp  
                      | • 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: |
| • 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. | • Instructor e-signature  
                      | • Department Chair e-stamp  
                      | • Dean e-stamp |

Updated: 2/4/2019