

# 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

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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. 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 an initial grade.
  - 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 12:00am (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 and/or the change is after the **June 20, 2018** deadline for **non-graduating students only**.

### ○ **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 20, 2018 for non-graduating students.**

May Graduation

**Graduation date is May 19, 2018**

- **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	
<p><b>Tuesday prior to Graduation – May 15, 2018</b></p> <ul style="list-style-type: none"> <li>• <b>This is the last day for final grades to be turned in to the Records Office.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>All final grades are due by 12:00pm (noon) on Tuesday, May 15, 2018</b></li> <li>• <b>May 15, 2018</b> is the <u>last</u> date all graduating students can appeal their grades. This includes:                             <ul style="list-style-type: none"> <li>○ Grade Appeals</li> <li>○ Computational Errors</li> <li>○ Requested Grade Changes</li> </ul> </li> </ul>
<p><b>Graduating Students</b></p> <ul style="list-style-type: none"> <li>• <b>Undergraduate seniors</b></li> <li>• <b>Graduate students</b></li> </ul>	<ul style="list-style-type: none"> <li>• Graduating students must notify their instructors of potential grade changes in writing, <b>no later than 12:00pm (noon) on Tuesday, May 15, 2018.</b></li> </ul>
<p><b>Faculty Members</b></p>	<ul style="list-style-type: none"> <li>• Faculty members must submit a <b>change of grade</b> eForm and have the proper approval(s) for a graduating student before <b>12:00pm on Friday, May 18, 2018.</b></li> <li>• <b>No grade changes will be processed after 12:00pm on Friday May 18, 2018.</b></li> <li>• <b>All grades are final for graduating students after 12:00pm on Friday, May 18, 2018</b></li> </ul>

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<b>Type of Grade Changes</b>	
<p><b>Initial Grade</b></p> <ul style="list-style-type: none"> <li>• Initial Final Grade</li> <li>• Midterm Grade</li> <li>• NRs and GLs</li> </ul>	<p>Requires:</p> <ul style="list-style-type: none"> <li>• Instructor e-signature only</li> <li>• This applies to both Midterm and Final Grades</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 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 Dean 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 pointed out the error)</li> </ul>	<p>Requires:</p> <ul style="list-style-type: none"> <li>• Instructor e-signature <b>and</b> Department Chair e-stamp</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 e-signature</li> <li>• Department Chair e-stamp</li> <li>• Dean e-stamp</li> </ul>

Updated: 01/31/17