

# 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
        - 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.**

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- Grade Appeals will not be accepted after June 27, 2019 for non-graduating students.

| Time Line for Grade Change   |  |
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| <b>Student</b>   | <ul style="list-style-type: none"><li>Students have <b>10 business days</b> from the start of the <i>Summer 2019</i> semester to submit their written request to the instructor for <b>Spring 2019</b> grade changes.</li><li>For <b>Spring 2019</b>, all students must submit their request(s) no later than <b>June 13, 2019</b>.</li></ul>  |
| <b>Instructor</b>  | <ul style="list-style-type: none"><li>Instructors have <b>10 business days</b> to report back to the student and the Department Chair of his/her decision to grant or decline the grade change.</li><li>The 10 business days start when the instructor receives the request from the student, which means within the student's 10 business days.</li><li>For <b>Spring 2019</b>, the instructor must submit the Change of Grade Form to the Records Office <b>no later than June 27, 2019</b>.</li></ul> |
| 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  |   |
|--|---|
| <p><b>Tuesday prior to Graduation – May 14, 2019</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 14, 2019</b></li> <li>• <b>May 14, 2019</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 14, 2019.</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 17, 2019.</b></li> <li>• <b>No grade changes will be processed after 12:00pm on Friday May 17, 2019.</b></li> <li>• <b>All grades are final for graduating students after 12:00pm on Friday, May 17, 2019</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><br/>(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: 2/4/2019