

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

- Initial/Change of Grade form will be available online through **Self-Service > Daily Work > Faculty > 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	8:30am – 5:00pm
Friday	8:00am - 4:30pm

II. Types of Grade Changes

- **Initial Grade**
 - All grades submitted via Self-Service are considered initial grades. This also includes changing a grade from a **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.
- **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.

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- 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, 2024 for Undergraduate students.
- **OR**
 - The completion date for the incomplete grade is later than two weeks after the completion of the course for 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 26, 2024 for non-graduating students.**

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Timeline for Grade Change	
Student	<ul style="list-style-type: none">• Students have 10 business days from the start of the <i>Summer 2024</i> semester to submit their written request to the instructor for Spring 2024 grade changes.• For Spring 2024, all students must submit their request(s) no later than June 12, 2024.
Instructor	<ul style="list-style-type: none">• 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 Spring 2024, the instructor must submit the Change of Grade Form to the Records Office no later than June 26, 2024.
<p>According to the policy, the Records Office cannot accept a change of grade after June 26, 2024, for Spring 2024.</p>	

May Graduation

Graduation date is May 18, 2024

- **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>Tuesday prior to Graduation – May 14, 2024</p> <ul style="list-style-type: none"> • This is the last day for final grades to be turned in to the Records Office. 	<ul style="list-style-type: none"> • All final grades are due by 12:00pm (noon) on Tuesday, May 14, 2024 • May 14, 2024, is the <u>last</u> date all graduating students can appeal their grades. This includes: <ul style="list-style-type: none"> ○ Grade Appeals ○ Computational Errors ○ Requested Grade Changes
<p>Graduating Students</p> <ul style="list-style-type: none"> • Undergraduate seniors • Graduate students 	<ul style="list-style-type: none"> • Graduating students must notify their instructors of potential grade changes in writing, no later than 12:00pm (noon) on Tuesday, May 14, 2024.
<p>Faculty Members</p>	<ul style="list-style-type: none"> • 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, 2024 • No grade changes will be processed after 12:00pm on Friday, May 17, 2024. • All grades are final for graduating students after 12:00pm on Friday, May 17, 2024

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Type of Grade Changes	
<p>Initial Grade</p> <ul style="list-style-type: none"> • Initial Final Grade • Midterm Grade • NR 	<p>Requires:</p> <ul style="list-style-type: none"> • Instructor e-signature only • This applies to both Midterm and Final Grades
<p>Incomplete Grade</p>	<p>Requires:</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ Instructor e-signature ○ Department Chair e-stamp ○ If the Chair is the instructor, then Dean e-stamp is required.
<p>Final Grade Change: (including)</p> <ul style="list-style-type: none"> • Computational Errors (This applies whether the student or instructor pointed out the error) 	<p>Requires:</p> <ul style="list-style-type: none"> • 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.
<p>Grade Appeals</p> <ul style="list-style-type: none"> • 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. 	<p>Requires:</p> <ul style="list-style-type: none"> • Instructor e-signature • Department Chair e-stamp • Dean e-stamp

Updated: 2/19/2024