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 > Change of Grade
  - Additional support is available at the Records Office.
    - Located at the Evergreen Campus, Maryland Hall 141
    - Call 410-617-2263 for further assistance
    - Office Hours:
      - Monday – Friday 8:30am – 5:00pm

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 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.

- 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, 2022 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 29, 2022 for non-graduating students.
# Time Line for Grade Change

<table>
<thead>
<tr>
<th>Role</th>
<th>Time Line</th>
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</table>
| **Student** |  • Students have **10 business days** from the start of the *Summer 2022* semester to submit their written request to the instructor for *Spring 2022* grade changes.  
              • For *Spring 2022*, all students must submit their request(s) no later than **June 15, 2022**. |
| **Instructor** |  • 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 2022*, the instructor must submit the Change of Grade Form to the Records Office no later than **June 29, 2022**. |

According to the policy, the Records Office cannot accept a change of grade after **June 29, 2022** for *Spring 2022*. 
May Graduation

Graduation date is May 14, 2022
- All grades are final on Graduation Day and may not be changed once the
degree is posted.

<table>
<thead>
<tr>
<th>Appeal of Final Grades for Graduating Students Only</th>
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<tbody>
<tr>
<td><strong>Tuesday prior to Graduation – May 13, 2022</strong></td>
</tr>
<tr>
<td>• This is the last day for final grades to be turned in to the Records Office.</td>
</tr>
<tr>
<td><strong>Graduating Students</strong></td>
</tr>
<tr>
<td>• Undergraduate seniors</td>
</tr>
<tr>
<td>• Graduate students</td>
</tr>
<tr>
<td><strong>Faculty Members</strong></td>
</tr>
<tr>
<td><strong>All final grades are due by 12:00pm (noon) on Tuesday, May 13, 2022</strong></td>
</tr>
<tr>
<td><strong>May 13, 2022 is the last date all graduating students can appeal their grades. This includes:</strong></td>
</tr>
<tr>
<td>• Grade Appeals</td>
</tr>
<tr>
<td>• Computational Errors</td>
</tr>
<tr>
<td>• Requested Grade Changes</td>
</tr>
<tr>
<td><strong>Graduating students must notify their instructors of potential grade changes in writing, no later than 12:00pm (noon) on Tuesday, May 13, 2022.</strong></td>
</tr>
<tr>
<td><strong>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 13, 2022</strong></td>
</tr>
<tr>
<td><strong>No grade changes will be processed after 12:00pm on Friday, May 13, 2022.</strong></td>
</tr>
<tr>
<td><strong>All grades are final for graduating students after 12:00pm on Friday, May 13, 2022</strong></td>
</tr>
</tbody>
</table>
# Change of Grade Policy

<table>
<thead>
<tr>
<th>Type of Grade Changes</th>
<th>Requires:</th>
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</thead>
</table>
| **Initial Grade**             | • Initial Final Grade  
• Midterm Grade  
• NRs and GLs  
   - Requires:  
     • Instructor e-signature only  
     • This applies to both Midterm and Final Grades |
| **Incomplete Grade**          | Requires:  
• 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:  
• 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:  
• Instructor e-signature  
• Department Chair e-stamp  
• Dean e-stamp |

Updated: 2/16/2022