Records Office – Change of Grade Policy

For reference, check the **Appeal of a Final Grade** section in the Loyola Graduate and Undergraduate Academic 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. Typical 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 initial grades.

     o 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 12:00 a.m. (midnight) after the expiration date.
  - An expired grade of 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 February 1, 2020 *(Undergraduate Students).*
      - OR
      - The completion date for the incomplete grade is later than 2 weeks after the completion of the course *(Graduate Students).*

- **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 February 10, 2020.
## Time Line for Grade Change

<table>
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<tr>
<th>Role</th>
<th>Requirements</th>
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| **Student**| • Students have **10 business days** from the start of the *Spring 2020* semester to submit their written request to the instructor for *Fall 2019* grade changes.  
  • For *Fall 2019*, all students must submit their request(s) no later than **January 27, 2020**. |
| **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 *Fall 2019*, the instructor must submit the Change of Grade Form to the Records Office **no later than February 10, 2020**. |

According to the policy, the Records Office cannot accept a change of grade after February 10, 2020 for Fall 2019.
<table>
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<tr>
<th>Type of Grade Changes</th>
<th>Requires:</th>
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| **Initial Grade**                           | • Initial Final Grade  
• Midterm Grade  
• NR and GL Grades  
Requires:  
• Instructor e-signature only               |
| **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 final grade.  
• Expired Incompletes require:  
  o Instructor e-signature  
  o Department Chair e-stamp  
  o If the Chair is the instructor, then the Deans e-stamp is required. |
| **Final Grade Change: (including)**        | Requires:  
• Instructor and Department Chair.  
• 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, Department Chair, and the appropriate Dean. |
| • 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. |

Updated: 10/07/2019