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**

- 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**.
    - Located at the Evergreen Campus, Maryland Hall 141
    - Call 410-617-2263 for further assistance
    - Typical 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 initial grades.

  - 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 12:00 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 October 1, 2018.

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 October 1, 2018.
### Time Line for Grade Change

<table>
<thead>
<tr>
<th><strong>Student</strong></th>
<th><strong>Instructor</strong></th>
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</table>
| • Students have **10 business days** from the start of Fall 2018 to submit their written request to the instructor for **Summer 2018** grade changes.  
• For **Summer 2018**, all students must submit their request(s) no later than **September 17, 2018**. | • 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 **Summer 2018**, the instructor must submit the Change of Grade Form to the Records Office no later than **October 1, 2018**. |

According to the policy, the Records Office cannot accept a change of grade after **October 1, 2018** for **Summer 2018**.
# Records Office – Change of Grade Policy

## Type of Grade Changes

<table>
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<tr>
<th>Type of Grade Changes</th>
<th>Requires:</th>
</tr>
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</table>
| **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: 07/02/18