

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

- Initial/Change of Grade form will be available online through **Loyola Self-Service > Daily Work Briefcase > Change of Grade**
- Additional support is available at the **Records Office**.
 - i. Located at the Evergreen Campus, Maryland Hall 141
 - ii. Visit [Records Office](#) webpage for further assistance.
 - iii. Typical Office Hours:

Monday – Thursday 8:30am – 5:00pm

Summer Hours Friday 8:30am-12:00pm

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 **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.

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- **Incomplete Grade**

- Incomplete 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, 2023 (**Undergraduate Students**).

OR

 - The completion date for the incomplete grade is later than 2 weeks after the completion of the semester (**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 October 3, 2023.

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Time Line for Grade Change	
Student	<ul style="list-style-type: none">• Students have 10 business days from the start of <i>Fall 2023</i> semester to submit their written request to the instructor for Summer 2023 grade changes.• For Summer 2023, all students must submit their request(s) no later than September 19, 2023.
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 Summer 2023, the instructor must submit the Change of Grade Form to the Records Office no later than October 3, 2023.
<p>According to the policy, the Records Office cannot accept a change of grade after October 3, 2023 for Summer 2023.</p>	

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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
<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 final grade. • Expired Incompletes require: <ul style="list-style-type: none"> ○ Instructor e-signature ○ Department Chair e-stamp ○ If the Chair is the instructor, then the Deans 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 identified the error) 	<p>Requires:</p> <ul style="list-style-type: none"> • 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.
<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, Department Chair, and the appropriate Dean.

Updated: 05/30/2023