Office of the Registrar – 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 **Office of the Registrar**.
     i. Located at the Evergreen Campus, Maryland Hall 148
     ii. Visit the [Office of the Registrar](#) 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, 2024 (**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 1, 2024.
### Time Line for Grade Change

| Student | • Students have **10 business days** from the start of *Fall 2024* semester to submit their written request to the instructor for *Summer 2024* grade changes.  
• For *Summer 2024*, all students must submit their request(s) no later than **September 17, 2024**. |
| --- | --- |
| 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 *Summer 2024*, the instructor must submit the Change of Grade Form to the Office of the Registrar no later than **September 30, 2024**. |

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According to the policy, the Office of the Registrar cannot accept a change of grade after October 1, 2024 for Summer 2024.
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## Type of Grade Changes

<table>
<thead>
<tr>
<th>Grade Change</th>
<th>Requires</th>
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| **Initial Grade**         | - Initial Final Grade  
  - Midterm Grade  
  - NR                                                                |
|                           | 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:**   | 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. |
  **(including)**          |                                                                           |
  - **Computational Errors**|                                                                           |
  (This applies whether the student or instructor identified the error) |                                                                           |
| **Grade Appeals**         | Requires:  
  - Instructor, Department Chair, and the appropriate Dean.               |

Updated: 05/23/2024