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**.
    i. Located at the Evergreen Campus, Maryland Hall 148
    ii. Call 410-617-2263 for further assistance
    iii. Office Hours:

Monday – Thursday	**8:30am – 5:00pm**
Friday	**8:00am – 4:30pm**

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, 2025 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 26, 2025 for non-graduating students.

Time Line for Grade Change	
Student	• Students have **10 business days** from the start of the *Summer 2025* semester to submit their written request to the instructor for **Spring 2025** grade changes. • For **Spring 2025**, all students must submit their request(s) no later than **June 12, 2025.**
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 2025**, the instructor must submit the Change of Grade Form to the Records Office **no later than June 26, 2025.**
According to the policy, the Records Office cannot accept a change of grade after June 26, 2025 for Spring 2025.	

May Graduation

Graduation date is May 17, 2025

All grades are final on Graduation Day and may not be changed once the degree is posted.

Appeal of Final Grades for Graduating Students Only	

Tuesday prior to Graduation – May 13, 2025
• **This is the last day for final grades to be turned in to the Records Office.**
	• All final grades are due by **12:00pm (noon)** on **Tuesday, May 13, 2025**
	• **May 13, 2025** is the last date all graduating students can appeal their grades. This includes:
	  ○ Grade Appeals
	  ○ Computational Errors
	  ○ Requested Grade Changes

Graduating Students • **Undergraduate seniors** • **Graduate students**	• Graduating students must notify their instructors of potential grade changes in writing, **no later than 12:00pm (noon) on Tuesday, May 13, 2025**.
Faculty Members	• 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 16, 2025** • **No grade changes will be processed after 12:00pm on Friday, May 16, 2025**. • **All grades are final for graduating students after 12:00pm on Friday, May 16, 2025**

Type of Grade Changes	Requires
Initial Grade • Initial Final Grade • Midterm Grade NRs and GLs	• Instructor e-signature only This applies to both Midterm and Final Grades
Incomplete Grade	• Instructor e-signature only **<u>if</u>** 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 If the Chair is the instructor, then Dean e-stamp is required.
Final Grade Change: (including) • **Computational Errors (This applies whether the student or instructor pointed out the error)**	• Instructor e-signature **<u>and</u>** Department Chair e-stamp • Dean e-stamp is required **<u>when</u>** the Instructor is also the Department Chair. Computational errors do not require a student's written request for a change of grade.
Grade Appeals • **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.**	• Instructor e-signature • Department Chair e-stamp • Dean e-stamp

Updated: 3/11/2025