

## 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

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#### 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**

## Records Office – Change of Grade Policy

- 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

## Records Office – Change of Grade Policy

- 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.

### Timeline 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

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**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**

## Type of Grade Changes

### Initial Grade

- Initial Final Grade
- Midterm Grade

NRs and GLs

### Requires

- Instructor e-signature only

This applies to both Midterm and Final Grades

### 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 grade.
- Expired incompletes require:
  - Instructor e-signature
  - 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 **and** Department Chair e-stamp
- 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

## Records Office – Change of Grade Policy

- **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: 3/27/2025/20/25