

Office of the Registrar – 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 **Office of the Registrar**.
 - 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

Summer Hours Friday 8:00am – 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 (**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**

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- 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

October 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

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- 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, 2025 for non-graduating students.

Timeline for Grade Change

Student

- Students have **10 business days** from the start of the *Fall 2025* semester to submit their written request to the instructor for **Summer 2025** grade changes.
- For **Summer 2025**, all students must submit their request(s) no later than **September 15, 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 **Summer 2025**, the instructor must submit the Change of Grade Form to the Office of the Registrar **no later than September 29, 2025**.

According to the policy, the Office of the Registrar cannot accept a change of grade after October 1, 2025 for Summer 2025.

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

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- **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: 6/23/2025

