

# 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

- o Initial/Change of Grade form will be available online through **Loyola Self-Service > Daily Work Briefcase**

*ii. If it the [Office of the Registrar](#) page 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

- o **Initial Grade**
  - o All grades submitted via Self-Service are considered initial grades



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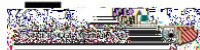
### ○ **Incomplete Grade**

- 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



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Time Line for Grade Change	
<b>Student</b>	<ul style="list-style-type: none"><li>• Students have <b>10 business days</b> from the start of <i>Fall 2024</i> semester to submit their written request to the instructor for <b>Summer 2024</b> grade changes.</li><li>• For <b>Summer 2024</b>, all students must submit their request(s) no later than <b>September 17, 2024</b>.</li></ul>
<b>Instructor</b>	<ul style="list-style-type: none"><li>• Instructors have <b>10 business days</b> to report back to the student and the Department Chair of his/her decision</li></ul>



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