



# GRADE CHANGE REQUEST

RRGDES

Loyola University Chicago, Registration and Records  
820 N. Michigan STE 504, Chicago, Illinois 60611  
(ph) 312-915-7221 ~ (fax) 312-915-6452  
[www.luc.edu/regrec](http://www.luc.edu/regrec)

**Instructor.** All grades, new or revised, are to be submitted by entering them in to LOCUS. This form is to be used only if the grade, or grade change, is being submitted later than 6 weeks after the start of the term that follows the term in which the course being graded was offered (6 weeks in to the Spring term for Fall term work and 6 weeks in to the Fall term for Spring term and Summer term work). This form is designed to be completed on-line. Save it and then e-mail it to your dean's office as an attachment.

**Dean's Office.** Once approved, the form should be electronically submitted by clicking on the button at the bottom of the page. Please enter the student's LUC ID# and the student's last name on the Subject line of the e-mail.

This request will only be honored if it is "signed" and comes directly from the approver of record's e-mail address. If necessary, this form may be hand delivered or faxed to the Office of Registration and Records (312-915-6452)

Student's Name\*: \_\_\_\_\_ Today's Date: \_\_\_\_\_

LUC Student ID #: \_\_\_\_\_ Student's email address: \_\_\_\_\_ @luc.edu

Academic Career: \_\_\_\_\_ Program: \_\_\_\_\_

Academic Institution: LUCHI

TERM Taken:      Fall      Winter      Spring      Summer      YEAR (or 4 numeral term code): \_\_\_\_\_

Course Title: \_\_\_\_\_

Subject	Course Number	Section Number	Term Hours

Example:      ACCT      201      002      3

The *previous* grade was: \_\_\_\_\_ Please record a *final* grade of: \_\_\_\_\_

Please Select The Reason for this Grade Change:      "I" Changing to a Permanent Grade.      Grade Dispute Resolved

Grading Basis Changed      Recalculation of Grade      Registration Error      Transcription Error

Student Absent From Final      Other (Describe using Comment Box below).

Name/Signature of Instructor: \_\_\_\_\_

Dean's signature/approval: \_\_\_\_\_

Comments:

[ADMCHGREG@luc.edu](mailto:ADMCHGREG@luc.edu)

**FERPA Notice:** The information contained in this form is a part of the student's education record and is not to be shared with anyone who does not have a legitimate educational interest in the student's record. This form, if retained by the instructor should be destroyed one year after the final grade is submitted.