

## Brown University

### REQUEST FOR LATE CHANGE IN GRADE OPTION

Grade option changes after the deadline (four weeks after the first day of classes in each term) are allowed only in cases of serious illness or family emergency at the time of the deadline, or in cases of potential clerical errors, notification of the Chair of the Committee on Academic Standing by the student within a week after the deadline. The following list suggests the range of explanations that do not constitute grounds for a late request to change a grade option. (This list is representative but not exhaustive.)

- accidental or intentional neglect of published deadline
- missing a deadline for less than extraordinary medical reasons
- missing a deadline due to personal difficulties
- missing a deadline because of failed travel connections
- provision of incorrect information on original request, if submitted on paper Course Change form(e.g., student identification number, course code or section data)
- illegibility of submitted registration materials
- lack of information on course performance at time of original request
- concern that expected grade will affect chances for graduate admissions or prize awards
- desire to erase grades of less than A from the transcript
- desire to erase evaluations of S which mask an A or B grade
- illness or other personal difficulties that arise *after* the deadline
- failure to respond, within one week of mailing date, to error messages and confirmations of registration mailed by the Registrar

In reviewing appeals to reverse a student's grade option selection, the Committee considers the rationale for a student's grade option selection at the time s/he registered for the course, and as envisioned by the planners of the Brown curriculum: that each option may be peculiarly appropriate for students in different courses, or with particular learning styles, as well as the importance of an original, reasoned choice. Further, Committee members weigh factors such as the widespread publication of deadlines for changes in grade option, the Committee's consistent adherence to this deadline, and the on-line access of a student's official registration for courses, *including grade options*.

The Committee on Academic Standing has authorized its Chair to review all requests for late changes in grade option and to determine whether the full Committee should hear a petition. It is the Committee's clear expectation that the Chair will disallow the great majority of petitions. The judgment of the Chair will be final and is not subject to appeal.

If you believe that the circumstances of your petition are exceptional, you may write to request a change in grade option selection in which you describe in detail why your situation merits consideration for possible amendment to the Chair of the Committee on Academic Standing, Dean Stephen Lassonde.

**This request must be made in writing to Dean Lassonde, Office of the Dean of the College, Box 1828.**