

## **Grade review guidelines**

Brown's open curriculum includes a simplified grading system that encourages students to explore many disciplines. When registering for classes, Brown students indicate whether they would like to receive a letter grade (ABC/NC) or mark of satisfactory/no credit (S/NC). A small number of instructors require that their course be taken S/NC.

Instructors establish the standards of achievement for their classes. Grading criteria should be published in course syllabi and on course websites. Course instructors should discuss required assignments and grading policies at the beginning of each term and provide clear and timely evaluation of student work.

Students who have questions about a grade should contact the instructor as soon as possible after the grade was received. Concerns about grades received on assignments or midterm exams should be raised with the instructor during the semester in which the grade is received. Questions about final grades should be communicated early in the following semester. Most concerns about grading are resolved in this way.

On the rare occasion when consulting with the instructor does not resolve the concern, students may appeal to the chair of the department. Such appeals must be made before the midterm date of the semester after which the grade was received. Students should be prepared to submit their appeal in writing, along with the course syllabus and graded work. Chairs will consult with the course instructor about the student's assessment and review relevant course materials. If the chair determines that a grade change may be warranted, he or she will consult with the Dean of the College before making a final decision.

Students are encouraged to consult with one of the academic deans if they have questions about this or any other course-related issues.