



WILLIAM & MARY
Arts & Sciences

Change Course Grading Basis Form

Use this form to request that the current grading basis for a course be changed to another grading basis.

Juniors and Seniors may request that a course be taken on Pass/Fail basis. A student may elect to designate only one Pass/Fail course per semester.

Courses graded Pass/Fail:

- May not be used to satisfy COLL, proficiency, major, or minor requirements
- If failed will be calculated as part of the student's cumulative GPA
- If failed in a student's major will be calculated as part of the student's major GPA

Check the final transcript to ensure the grading basis has been changed.

Instructions

If you are requesting that the grading basis be changed from a standard letter grade to an Audit grade, attach the Permission Audit Form (Registrar's Office) to the petition.

Deadline: Due before the Course Withdrawal deadline (not Add/Drop).

Return completed form to the Office of Undergraduate Academic Affairs, academicaffairs@wm.edu



WILLIAM & MARY
Arts & Sciences

Office of Undergraduate Academic Affairs
757-221-2476 | academicaffairs@wm.edu

Change Course Grading Basis

Student's Name: _____ Banner ID #: _____

Phone: _____ Email: _____

Major | Minor: _____ Anticipated Graduation Date: _____

I am requesting that the grading basis for the following course be changed:

_____ Semester | Year of Course

Course Prefix and Number

Semester | Year of Course

- From a standard letter grade to Pass/Fail basis
- From a Pass/Fail basis to a standard letter grade
- From a standard letter grade to an Audit grade*

*Attach the Permission Audit Form (Registrar's Office) to this petition.

Reason for Change:

As this student's academic advisor, I certify that the course to be taken Pass/Fail will not be used to fulfill COLL, proficiency, major, or minor requirements:

Advisor: Print Name | Signature _____ Date _____

Student Signature _____ Date _____

Asst Dean for Undergraduate Education Signature _____ Date _____