



WILLIAM & MARY

Arts & Sciences

DEAN OF UNDERGRADUATE STUDIES

Change Course Grading Basis Form

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

Students may request that a course be taken on Pass/Fail basis due to extenuating circumstances.

Courses graded Pass/Fail are not used to satisfy COLL, proficiency, major, or minor requirements unless there are significant extenuating circumstances.

- 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

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 by 11:59pm on April 30, 2021.

Return completed form to advising@wm.edu



WILLIAM & MARY
Arts & Sciences

DEAN OF UNDERGRADUATE STUDIES
Office of Academic Advising, Swem Library 169
757-221-2476 | advising@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

- 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 (Please provide detailed explanation for this request. Use additional space if needed.):

As the student's academic advisor, I certify that the student and I have discussed the implications of this decision.

Advisor Signature

Date

Student Signature

Date

Dean of Undergraduate Studies Signature

Date