



## Instructors: Submit Grade Change for Course Completed Over One Year Ago

Tuesday Mueller-Harder - 2022-03-25 - Comments (0) - ASK

**GRADE CHANGE POLICY:** By Brown University Faculty Rules, instructors may submit grade changes in Undergraduate or Graduate courses for a previously submitted final grade that is **less than one year** from the original submission date. A typical grade change request will be from I, for Incomplete, (or NC, that defaulted from an I) to A, B, C, or S. According to Faculty Rules, a grade that was entered by the instructor as an NC “may be changed subsequently, but only if the work is completed no later than one calendar year after the end of the semester in which the course was taken.” (Faculty Rules, Section 10. Grading System & Examinations).

For grade changes under one year: A link labeled **Change of Final Grade** may be found in the Faculty Services Menu of [Self-Service Banner](#). Instructions on how to enter the grade change can be found in the text area on the grade change page.

Any request beyond **one year** will need to be approved by the appropriate body as stated below:

- Undergraduates: Instructors may petition the Committee on Academic Standing in [ASK](#) (see instructions below)
- Graduate students: Instructors may write to [Registrar@Brown.edu](mailto:Registrar@Brown.edu), who will forward the request to the appropriate dean in the Graduate School.

### **PROCESS FOR UNDERGRADUATE GRADE APPROVALS SUBMITTED ONE YEAR OR LATER AFTER THE END OF A COURSE:**

Only a course instructor (or in certain circumstances, a department chair) may request a change to a previously entered grade.

1. Log onto [ask.brown.edu](http://ask.brown.edu). On the top navigation bar, click **Student Petitions > CAS: Petitions**
2. Click the **New Petition** button

3. Fill out the form (example below)

- **Student** — student’s name
- **Submitted on Behalf Of** — instructor’s name
- **Petition Type** — “Late Instructor Grade Change Request”
- **Summary** — enter the information requested in the **Instructions** section:
  - the **term** in which the course was taken
  - the **course subject code** and **course number**
  - the **original grade** and the **proposed grade** (based on the student's selected grade option)
  - the **rationale** for the grade change
- **Supporter** — **DO NOT** add the instructor as this will initiate an automatic email to them.

4. Check the “submit petition” box and **Save**.

The Committee on Academic Standing will notify the instructor, the student, and the Registrar’s Office of the petition decision.

New Petition



Student *	ENTER THE STUDENT'S NAME	[remove]
Submitted on Behalf Of *	ENTER YOUR (INSTRUCTOR'S) NAME	[remove]
Petition Type *	Late Instructor Grade Change Request	←
Status	Draft	
Instructions	<p>Per Brown University Faculty Rules, instructors may submit grade changes for a previously submitted final grade <b>within one year of the end of the course</b> via <a href="#">Self-Service Banner</a> (see the link labeled <b>Change of Final Grade</b> in the Faculty Services Menu. Instructions can be found in the text area on the grade change page).</p> <p>Any grade change request after <b>one year</b> after the course has ended must be submitted by the instructor via the form below for review by the Committee on Academic Standing. Requests to change from a grade of INC to reflect successful completion of a course are routinely approved. Requests to modify final grades (in instances other than instructor error) are heavily scrutinized and usually denied. Petitions may only be submitted by instructors.</p> <p><b>Instructions:</b></p> <p>Above, be sure to enter the <b>STUDENT'S NAME</b> in the appropriate field and enter <b>your own name in the ON BEHALF OF field</b>.</p> <p>In the <b>Summary</b> field, please indicate:</p> <ul style="list-style-type: none"><li>• the <b>term</b> in which the course was taken</li><li>• the <b>course subject code and course number</b></li><li>• the <b>original grade</b> and the <b>proposed grade</b> (based on the student's selected grade option)</li><li>• the <b>rationale</b> for the grade change</li></ul> <p>(e.g., <i>Student submitted outstanding work for AMST 1900 from Fall 2021; please change from INC to a B.</i>)</p>	
Forms	Download any forms listed below, fill them out and upload as directed.	
Summary *	<p>Summarize your petition below.</p> <div data-bbox="459 840 1193 1198"><p>Rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, bulleted list, numbered list, indent, outdent, link, unlink.</p><p>Student submitted outstanding work for AMST 1900 from Fall 2021; please change from INC to a B.</p><p>body p</p></div>	
Petition Support	For this petition, no letters of support are required.	
Documentation	Add Supporter: <input type="text"/>	
	No files uploaded <input type="button" value="Add File"/>	
	<input checked="" type="checkbox"/> Submit petition for review by the Committee on Academic Standing. ←	
	<input type="button" value="Cancel"/> <input type="button" value="Save"/>	