TEXAS A&M UNIVERSITY-COMMERCE
Petition for Grade Changes
Procedure 13.99.99.R0.07 – Grade Changes

To be initiated by the Instructor of Record and submitted during the 12-month period immediately following the term when course was taken and grade given.

Grade changes are made only when there has been an error in calculating or recording the course grade or as the result of a grade appeal resulting from Procedure 13.99.99.R0.05 – Student’s Appeal of Instructor’s Evaluation

Student Name: ___________________________________________________

Campus Wide ID: ________________________________________________

Course prefix, number and section: _________________________________

Semester and Year Course Taken: _________________________________

Instructor’s Name: ______________________________________________

Requested change in grade from _________________ to________________

Statement of conditions and reasons for the request:

Instructor: ___________________________________ Date________________

Approved/Denied (*If denied, must go through channels to Provost/VPAA.)

Department Head: ___________________________ Date________________

Approved/ Denied

Dean of College: ______________________________ Date________________

Approved/Denied

Dean of Graduate School: __________________________ Date________________

Approved/Denied

(Requires approval for graduate courses)

Registrar: ______________________________________ Date________________

Approved/Denied

*Provost: ______________________________________ Date________________

*Required if not recommended by the instructor