

Please specify:
Undergraduate
Graduate

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