Texas A&M University – Commerce
Petition for Undergraduate Grade Change

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

Student Name: _____________________________________________________________

CWID: _____________________________________________________________________

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 (required): _______________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Instructors: ____________________________  Date: ____________________________

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

Department Head: ____________________________  Date: ____________________________

Approved/Denied

Dean of College: ____________________________  Date: ____________________________

Approved/Denied

Registrar: ____________________________  Date: ____________________________

Approved/Denied

*Provost: ____________________________  Date: ____________________________

*Required if not recommended by the instructor