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