

13.99.99.R0.07 Grade Changes



Approved September 1, 1996
Revised February 8, 2007
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Revised February 7, 2020
Next Scheduled Review: February 7, 2025

Procedure Summary

Texas A&M University-Commerce seeks to ensure the timely and accurate recording of student grades. In those instances where an inaccuracy has occurred, faculty and administrators shall strive to resolve these errors in a fair and equitable manner.

The following procedures are used to change grades in those cases where an error has been made in calculating or recording the course grade or as the result of a formal grade appeal as outlined in University Procedure *13.99.99.R0.05 Student Appeal of Instructor Evaluation*.

Procedures and Responsibilities

- 1 A faculty member may submit a Grade Change Petition to the department head requesting that a grade be changed for a student in a course that the faculty member has taught if the petition is submitted during the twelve-month period immediately following the term when the course was taken and the grade given. A statement of the conditions and reasons for the grade change must be included on the petition.
- 2 If approved by the department head and the registrar, the change will be made on the student's permanent record. The instructor will be notified of the final decision by e-mail from the Registrar, with a copy to the student. A copy of the petition is filed in the Registrar's Office.
- 3 In the event the faculty member awarding the grade is no longer with the University, the department head will make a reasonable effort to contact that person to initiate the grade change. Any grade change petition that does not have the recommendation of the instructor who gave the grade should go through channels to the Provost and Vice President for Academic Affairs for approval.
- 4 Grades are considered official when the Grade Change Petition has been submitted to the Office of the Registrar with the required approvals and posted to the student's academic record on the student information system.

Related Statutes, Policies, or Requirements

University Procedure [13.99.99.R0.05 Student Appeal of Instructor Evaluation](#)

Appendix

[Grade Change Petition](#)

Contact Office

Office of the Provost & Vice President of Academic Affairs
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