

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