

**TEXAS A&M UNIVERSITY-COMMERCE**

**Procedure A13.08 – Grade Changes**

**Petition For Graduate Grade Change**

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

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:

Petitioner: \_\_\_\_\_ Date \_\_\_\_\_

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 Studies and Research: \_\_\_\_\_ Date \_\_\_\_\_  
Approved/Denied

Registrar: \_\_\_\_\_ Date \_\_\_\_\_  
Approved/Denied

\*Provost \_\_\_\_\_ Date \_\_\_\_\_  
\*Required if not recommended by the instructor.