

Grade Change Petition

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|---|----------------------------------|--|---|
| Student's Last Name _____ | First Name _____ | M.I. _____ | Lamar Student I.D. # _____ |
| Course Prefix _____ | Course # _____ | Section # _____ | Semester/Session & Year _____ |
| Original Grade Assigned: _____ | | Changed to: _____ | Date Initiated: _____ |
| Was original grade issued by Records due to missing grade deadline? _____ | | If yes, neither Dean's nor SrAP's signature is required. Send to Records. (Goes to dean if chair is instructor.) | |
| Grade of "F" Needs Last Attendance Date: _____ | | | |
| Reason for Change: _____ | | | |
| Instructor Signature _____ | Department Chair Signature _____ | Dean/Director of College Readiness Signature _____ | Senior Associate Provost Signature _____ (Except for Changes from Incompletes) |

With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.

03/24/2014 v2.1

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Instructions: Instructor completes & signs form; forwards to chair for review & approval; forwards to dean for review & approval; forwards to Senior Associate Provost for review & approval (*except for "I's"*); forwards to Records Office, Wimberly 112 (Campus Box 10010).

Do not release form to student. Instructor keeps copy for grading records & audit verification.

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