

Grade Change Petition

Student's Last Name	First Name		M.I. Lan	nar Student I.D. #	
				Instructions: Instructor completes &	
Course Prefix	Course #	Section #	Semester/Session & Year	signs form; forwards to chair for review & approval; forwards to dean for review & approval; forwards to	
Original Grade Assigned:	Changed to:		Date Initiated:	Senior Associate Provost for review & approval (except for "I's"); forwards to Records Office, Wimberly 112	
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.)	(Campus Box 10010). Do not release form to student. Instructor keeps copy for grading records & audit verification.	
Grade of "F" Needs Last Attendance Date:					
Reason for Change:				•	
Instructor Signature	Department Ch	air 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, r	eview and correct information about yourself collec	o3/24/2014 v2.1 ted using this form.	
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