Student disputes grade within two years of receiving grade.

Dispute is based on error by faculty member in calculating final grade.

Student meets with instructor

Instructor agrees to change grade to A, B, C, D, or F*
   *if requesting a W, see bottom of page

Instructor completes departmental-generated grade change form

Instructor does not agree to change grade

Student meets with departmental chair

If chair supports a grade change, chair provides signature on departmental-generated grade change form, and forwards to College of Science and Engineering Dean’s office

If dean supports a grade change, dean provides signature on departmental-generated grade change form, and forwards to Registrar

Registrar changes grade on academic record

If chair does not support a grade change, student will fill out a formal “Grade Appeal” on the College of Science and Engineering website
   (http://www.cose.txstate.edu/advising/forms/gradeappeal.html)

Dean or Dean’s representative meets with student regarding formal grade appeal

What if a student wants a grade in a College of Science and Engineering course changed to a W?

Student must meet with the instructor to request an administrative W. If approved, the instructor should email Dr. Passty (Assistant Dean of the College of Science and Engineering) to request an “administrative W.” The instructor should include student ID, student name, semester, course, and section information.