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

“Change of Grade” workflow request is submitted by instructor (located on CatsWeb Faculty Menu)

If chair supports a grade change, chair approves Change of Grade request in workflow.

If dean supports a grade change, dean approved Change of Grade request in workflow.

Registrar changes grade on academic record

Instructor does not agree to change grade or is no longer at Texas State University

Student meets with departmental chair

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 W?

Student must meet with the instructor to request an administrative W. If approved, the instructor should email Dr. Booth (Associate 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.