



Grade Petition Procedure

Article 8 of the University of New Mexico Student Grievance Procedure sets forth the procedures which should be followed by a student seeking retroactive withdrawal, enrollment or disenrollment, or for other academic record changes involving exceptions to the rules governing registration and academic records which are set forth in the University Catalog.

1. A student seeking retroactive withdrawal, enrollment, grade option change; or further academic record changes involving exceptions to the rules governing registration and academic records, may submit petitions to the Records and Registration Office. **This petition process does not cover disputes involving academic judgement (Refer to the UNM Pathfinder, “Student Grievance Procedure,” Article 2, Academic Disputes).**
2. The petition must state the nature of the request (*specific expected results*), specify the semester involved, the course and section number, the student’s name, identification number, mailing address and telephone number. **It must include documentation of extenuating circumstances**, such as medical, family or employment needs. **The petition must be typed and signed.**
3. A student may only petition grades up to one year after an instructor and dean grade change form can be utilized to change a grade. (Effective as of April 2005 as approved by Faculty Senate Operations Committee.) **This means no grade change can be petitioned after two years in which the course(s) was/were taken.**
4. Upon receipt of student’s petition, the instructor(s) involved is contacted for a statement concerning the request.
5. The petition (along with instructor comments) is forwarded to the Grade Petition Subcommittee of the Faculty Senate Admission and Records Committee for review and decision. If the petition is approved, appropriate modifications are made to the student record.
6. The student is notified in writing of the outcome of the petition. The decision of the subcommittee is final.
7. The student is responsible for tuition and fees incurred.

The Grade Petition Procedure:

- Is **NOT** intended for those eligible for academic renewal or for courses that have been repeated under the Grade Replacement Policy that began in Spring 1991.
- Takes approximately 4 to 6 weeks. This amount of time is required as each instructor is contacted and is given up to 3 weeks to submit a response.

Submit the completed Grade Petition **and** supporting documentation:

By Mail:
Attn: Grade Petition Coordinator
Office of the Registrar
MSC11 6325
1 University of New Mexico
Albuquerque, New Mexico 87131-0001

Drop Off:
Attn: Grade Petition Coordinator
Office of the Registrar
Mesa Vista Hall - North
Fax to: 505.277.6809

If you have additional questions, contact the Registrar’s Office at 505.277.8900 or unmreg@unm.edu