

1. Undergraduate student may choose to repeat a course in which they earned a grade of “C” or below.
2. A student **may not repeat a course which is taught at a lower level than or serves as a prerequisite** for a course which the student has already completed.
3. The original course grade(s) will be replaced by the most recent grade when calculating a student’s GPA, quality hours and earned credit hours.
4. Both the old and new grades will appear on the student’s transcript, but only the newer grade will be used in calculating the student’s GPA.
5. Grade Replacement will be allowed on a **maximum of 16 credit hours** over the course of a student’s undergraduate career.
6. **Credits from other institution can not be used as grade replacement.**

CWID: _____
Last Name First Name MI

Email: _____

How many times have you taken this course? _____

	Term <small>(Fall/Spring/Summer)</small>	Year	Subject	Number	Grade	Course Title
1 st Time:	_____	_____	_____	_____	_____	_____
2 nd Time:	_____	_____	_____	_____	_____	_____
3 rd Time:	_____	_____	_____	_____	_____	_____

 Student Signature Date

 Associate Provost for Academic Affairs Date

Office Use Only

Number of hours previously used for grade replacement: _____ Previous GPA: _____

Number of hours to be used for this grade replacement: _____ New GPA: _____

Total number of hours used for grade replacement: _____

Recorded to Banner: _____
Initials Date