



1. An undergraduate student may choose to repeat a course in which he/she earned a grade of "C" or less. However, 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.
2. The original course grade(s) will be replaced by the newer grade when calculating a student's Grade Point Ratio (GPR), quality hours and earned credit hours.
3. 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 GPR.
4. Grade Replacement will be allowed on a maximum of **16** credit hours over the course of a student's undergraduate career.

CWID: \_\_\_\_\_  
Last Name
First Name
MI

**How many times have you taken this course?** \_\_\_\_\_

	Term	Year	Subject	Number	Grade	Course Title
1 <sup>st</sup> Time:	_____	_____	_____	_____	_____	_____
2 <sup>nd</sup> Time:	_____	_____	_____	_____	_____	_____
3 <sup>rd</sup> Time:	_____	_____	_____	_____	_____	_____

\_\_\_\_\_  
 Student Signature Date

\_\_\_\_\_  
 Program Coordinator Signature Date

**Office Use Only**

Number of hours previously used for grade replacement: \_\_\_\_\_

Number of hours to be used for this grade replacement: \_\_\_\_\_

Total number of hours used for grade replacement: \_\_\_\_\_

Recorded to Banner: \_\_\_\_\_  
Initials
Date