



# Grade Replacement Form

This form must be turned in by the last day to drop a class in the term you are repeating the course.

Undergraduate students may replace up to two (2) courses (maximum of 8 hours) for grade replacement. Both grades will be reflected on the transcript. However, the higher of the two grades will be used in calculation of the GPA.

- See the Guidelines on the Back -

Name: \_\_\_\_\_ UNC Charlotte ID: 800-\_\_\_\_\_

Major: \_\_\_\_\_ Dept: \_\_\_\_\_

Term Repeating Course(s) Listed Below: \_\_\_\_\_

Published Last Day to Drop a Course with No Record: (Form must be in the Office of the Registrar by this date)  
Please refer to the academic calendar at <http://www.registrar.uncc.edu/calendars/calendar.asp>

.....

<b>Graded Course(s) Being Replaced:</b>	Are you a Second Degree Student?
	<input type="checkbox"/> Yes <input type="checkbox"/> No

  

1. _____	_____	_____
Course Prefix, Number and Section	Grade	Term and Year Taken

  

2. _____	_____	_____
Course Prefix, Number and Section	Grade	Term and Year Taken

.....

**Student Statement:**  
I have read the Guidelines on the reverse side and I am in compliance. This form represents my (first second) grade replacement.  
(Circle One)

\_\_\_\_\_

Student Signature	Date
-------------------	------

Signatures required for replacement of courses with grades of A, B, or C only:

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

College Associate Dean: \_\_\_\_\_ Date: \_\_\_\_\_

SPACMNT by: \_\_\_\_\_ Date: \_\_\_\_\_

Excluded Term: \_\_\_\_\_ Grade Code/Mode (Q) by: \_\_\_\_\_

Student Notified Date: \_\_\_\_\_ By: \_\_\_\_\_ SPACMNT by: \_\_\_\_\_

## Grade Replacement Policy

Undergraduate students may replace up to two (2) courses (maximum of 8 hours) for grade replacement. Both grades will be reflected on transcript. However, the higher of the two grades will be used in calculation of the GPA.

1. This policy applies to courses first taken in Fall 2007 and thereafter. (NOTE: Some courses in the College of Health and Human Services may not allow grade replacement. If you are a member of that College, check with your advisor, program director, chair, or associate dean.)
2. All courses for which a grade of A, B, C, D, or F may be assigned are eligible for grade replacement under this policy.
3. The course to be replaced and the repeat course must have their grades assigned by UNC Charlotte.
4. Students must file a completed "Grade Replacement Form" with the Registrar's Office by the last day to drop a course with no record in the semester or summer session in which the course is to be repeated. A repeated course may not be selected retroactively to use this grade replacement policy.
5. In classes for which the final grade assigned was an F or a D, the student may file the grade replacement form without further approval, providing it is within the course and hour limits specified in this policy.
6. In classes for which the final grade assigned was a C or better, the student must obtain approval of the Department Chair and the Associate Dean of the student's program or major, and remain within the two course, eight hour limitations of this policy.
7. Once a student has filed a grade replacement form for a course, that choice can not be revoked due to withdrawing from the class or from the University. [Medical or special circumstances may be reviewed on a case-by-case basis.] The original course grade will be the grade of record for the course and not the W. Any such withdrawal still consumes one of the two course substitutions permitted under this policy.
8. Students enrolled in special topics classes for a grade replacement must enroll in the same topic for which they originally received the grade to be replaced.
9. A grade received owing to an admitted or adjudicated academic dishonesty violation shall not be replaced if the course is repeated. This exception is not subject to appeal or special request.