Students have the option to repeat and replace the grades in courses for which the grade earned was less than C (C-, D+, D, F or U). This grade replacement option is available for a maximum of twelve (12) hours of coursework. The new grade will be used in the calculation of the grade-point average. However, all course attempts and grades will appear on the student’s transcript and the credit hours from all attempts will count in the student’s attempted hours. The student’s transcript will indicate when a course has been repeated for grade replacement purposes. Students who have graduated cannot file requests for retroactive grade replacements, and cannot replace the grades in courses taken prior to graduation.

If students repeat more than twelve hours in which they earned a grade that is less than C, the original grade will not be replaced. The grades from all course attempts will be used in the calculation of the student’s grade point average, and the total attempted hours will increase with each repeat. However, students will earn hours for only one of the successful attempts. The student’s transcript will indicate when a course has been repeated.

Name: __________________________________ UNCA ID# __________________________

Number & Title of Course to be repeated: ____________________________________________

In which semester did you/will you repeat the course? ________________________________

What is the course number and section, or CRN, of the course for which you are registering __________

Is this a request to replace the original grade (may replace the grade in a maximum of 12 hours) or a request to repeat the course with no grade replacement?  □ Replace  □ Repeat

Signature: ___________________________________________ Date: ________________________

Official Use:

Is student eligible to replace the grade in this course (i.e. has not reached the maximum 12 hours allowed)  □ Yes  □ No

Term/s originally taken ____________ ____________ Term repeated for final grade ____________

Grade/s originally received ____________ ____________ Final grade received ____________

Date registered for repeat ____________ Date repeat processed ____________

Registered by ____________ Repeat code used ____________ Processed by ____________

Comments: _______________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

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