

REPLACE COURSE GRADING OPTION

Name _____
 Address _____
 City _____ State _____ Zip _____

Date _____
 Student ID **N** _____
 Major _____
 Concentration _____
 Advisor _____
 Semester Accepted _____

Replace Course Grading Option:

The "Replace Course Grading Option" is available to matriculated graduate students as a *one-time*, single course option. Approval to use this option must be obtained from the student's academic advisor or department chair and from the Asst. Vice President. Under this option, when the course is repeated, only thesecond grade will be calculated in the student's cumulative grade-point average.

Briefly describe your reason for requesting the replace course grading option:

Course to be replaced:

	TERM	COURSE NUMBER	COURSE NAME	GRADE	CREDITS
1					

Replace the above course with grade earned from:

	TERM	COURSE NUMBER	COURSE NAME	GRADE	CREDITS
2					

I certify that I understand the conditions of this request.

Student's Signature: _____

Date: _____

.....
Submit completed form to the Graduate Advisor or Department Chair for Approval

Approved

Denied

Signature: _____

Date: _____

.....
Return completed form to Graduate and Extended Learning for final approval

Concurrence

Denial

Other _____

Signature: _____

Date: _____