

# UNDERGRADUATE GRADE REPLACEMENT FORM

(Applicable to All Students who Repeat an Approved Course During Fall 2010 and Beyond)

**Students enrolled in the College of ACES must submit this completed form to ACES Academic Programs, 128 Mumford Hall, by the deadline indicated in (b) (3) and the third bullet point under the Application Procedure section.**

## **Part 3. Registration, Course Changes, and Withdrawal, § 3-309 Repeated Undergraduate Courses and Campus Grade Replacement**

### **(a) In General**

- (1) A student who repeats a subject for which the student has previously received credit (either by class work at the University, or by advanced standing previously allowed for work done elsewhere) does not forfeit the original credit in the event the student should fail the course on the second attempt. Where a course has been repeated, both the original and subsequent grades are included in the average if the course is acceptable toward graduation, but the credit is counted only once. (See § 3-103 on computation of grades.)
- (2) If the course is repeated yet again, all grades received, passed or failed, are counted in the graduation average, except as indicated in § 3-802 on minimum scholarship requirements for graduation.

### **(b) Campus Grade Replacement**

- (1) Undergraduate students may repeat courses for grade replacement according to the following set criteria. If these conditions are not met, the general policy governing repeated courses applies.
  - (a) Students may repeat for grade replacement up to a total of 4 distinct courses, not to exceed a maximum of 10 semester hours, taken at the University of Illinois, Urbana Champaign.
  - (b) A course in which an academic integrity violation, under §1-403 of the Code has been officially reported may not be repeated for grade replacement.
  - (c) A course may be repeated for grade replacement only once.
  - (d) Courses may be repeated for grade replacement only in those cases in which students received grades of C-, D+, D, D-, or F on the first attempt.
  - (e) Variable credit courses must be taken for the same number of credit hours when repeated for grade replacement. Special topics courses must be taken for the same topic when repeated for grade replacement.
  - (f) A student who has been awarded a degree from the University of Illinois may not subsequently repeat a course from that degree program for the purposes of grade replacement.
- (2) When a student repeats a course for grade replacement, the transcript is affected as follows:
  - (a) Both course enrollments and corresponding grades appear on the official transcript.
  - (b) The first course enrollment on the student's transcript will be permanently identified as a course that has been repeated for grade replacement.
  - (c) Where a course has been repeated for grade replacement, the course credit earned will be counted only once toward degree and program requirements. In the event that the student should fail the course on the second attempt, the student does not forfeit the original credit (§3-309 (a) (1)).
  - (d) When a course has been repeated for grade replacement, only the grade received in the second enrollment for the course will count in the student's grade point average. In the event that the student should fail the course on the second attempt, while having earned a passing grade in the first attempt, the general policy governing course repeats applies: all grades received, passed, or failed will be counted in the graduation average (§3-309, (a) (2)) except as indicated in (§3-802) on minimum scholarship requirements for graduation.
- (3) Students must register their intent to use the course repeat for grade replacement option by filing a form for this purpose at their college office during the first half of the term (e.g., the first eight weeks of the semester, the first four weeks of the summer session, or the first four weeks of an eight-week course) in which the course is taken.

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### **Application Procedure**

- Complete a Grade Replacement Request Form and submit it to your College Office.
- A separate form must be completed for each course grade replacement request.
- You must file your intent to use this grade replacement option during the first half of the semester (e.g. the first eight weeks of the term, the fourth week of the summer term, or by the fourth week of an eight-week course) in which the course is repeated.
- You will be notified by the College Office regarding your eligibility to replace a grade under the Grade Replacement Policy.
- Students are advised that electing to replace a grade under this policy does not guarantee access to a seat in the course. Student must register through the traditional course registration process.

**UNDERGRADUATE GRADE REPLACEMENT FORM**  
 (Applicable to All Students who Repeat an Approved Course During Fall 2010 and Beyond)

\_\_\_\_\_  
**STUDENT'S NAME**

\_\_\_\_\_  
**STUDENT'S COLLEGE**

\_\_\_\_\_  
**STUDENT'S UIN**

Under the Grade Replacement Policy for a repeated course, I request permission to replace the grade in the course listed below. I understand that the original grade will remain on my permanent record, but only the grade earned in the second attempt will be included in the GPA calculation. In the event that I fail the course on the second attempt, while having earned a passing grade in the first attempt, the general policy governing course repeats applies: all grades received, passed, or failed will be counted in the graduation average (§3-309, (a) (2)) except as indicated in (§3-802) on minimum scholarship requirements for graduation.

**ORIGINAL COURSE:**

\_\_\_\_\_  
**TERM/YEAR**

\_\_\_\_\_  
**DEPT/COURSE #**

\_\_\_\_\_  
**SECTION**

\_\_\_\_\_  
**CRN**

\_\_\_\_\_  
**CREDIT**

\_\_\_\_\_  
**GRADE RECEIVED**

**COURSE REPEATED FOR GRADE REPLACEMENT:**

\_\_\_\_\_  
**TERM/YEAR**

\_\_\_\_\_  
**DEPT/COURSE #**

\_\_\_\_\_  
**SECTION**

\_\_\_\_\_  
**CRN**

\_\_\_\_\_  
**CREDIT**

*I have read, understand and agree to the terms and conditions of the Grade Replacement Policy (found on pg 2)*

\_\_\_\_\_  
**STUDENT'S SIGNATURE**

\_\_\_\_\_  
**DATE**

*I hereby rescind my request to repeat this course for Grade Replacement.*

\_\_\_\_\_  
**STUDENT'S SIGNATURE**

\_\_\_\_\_  
**DATE**

----- **FOR COLLEGE USE ONLY** -----

**Eligibility Criteria** (§ 3-309 Grade Replacement Policy)

- Student has not taken more than 4 distinct courses (10 semester hours maximum) for Grade Replacement
  - Student does not have any officially reported academic integrity infraction for this course (§1-403)
  - This course has not been previously repeated under the Grade Replacement Policy
  - Grade earned in the first enrollment of this course was a C-, D+, D, D- or F
  - Credit, topic and grade mode of the courses for the Grade Replacement request are the same
  - Student has not been awarded a degree from the University of Illinois
- Eligible**       **Not Eligible**

\_\_\_\_\_  
**COLLEGE REPRESENTATIVE'S SIGNATURE**

\_\_\_\_\_  
**DATE**

COMMUNICATED TO STUDENT BY \_\_\_\_\_

DATE \_\_\_\_\_

PROCESSED BY/DATE \_\_\_\_\_

DATE \_\_\_\_\_

COMMENTS \_\_\_\_\_

**Academic Records: Student has met the requirement for the Grade Replacement Policy**

- Apply the "E" (Exclude) flag on the first course enrollment (Original Course listed above)

\_\_\_\_\_  
**COLLEGE REPRESENTATIVE'S SIGNATURE**

\_\_\_\_\_  
**DATE**