

GRADE REPLACEMENT REQUEST

- Students may request to replace a grade for select required General Education courses in which a grade of D or F was earned up to ten credit hours. Core General Education courses are defined by major and area of concentration and *may* include one or more of the following: ENG 1101 and 1102, MST 1100, HUM 2101 and 2102-2112, THH 2101 and 2102, ARH 1101 and 1102, SCI 1110, 2101 and 2102 and 3200, ITA 1101 and 1102, FRE 1101 and 1102, GER 1101 and 1102.
- General Education core courses taken as elective credit are exempt from grade replacement policy
- A course grade can only be replaced once.
- The request must be signed by the Dean or Assistant Dean of the Division of Liberal Arts.
- Credit hours earned for the course will count only once in the total hours for the degree.
- Courses within Art Schools are exempt from the policy.

PRINT FULL LEGAL NAME: _____
Last
First
Middle

CWID#: _____ School: Dance Design & Production
 Drama Filmmaking Music
 Email: _____ Year: CI CII CIII CIV

Course for Grade Replacement: _____
Department Abbreviation (e.g. GES)
Course Number (e.g. 101)

Term First Taken (e.g. Fall 2009): _____ Term Retaken (e.g. Fall 2010): _____

Have you requested grade replacement for other courses? No Yes (Please list them below)

Course for Grade Replacement: _____

Course for Grade Replacement: _____

I understand that all grade replacements are final and that the academic transcript will reflect all attempts and grades.

Student Signature

Date

Dean/Asst Dean Approval: _____
Dean/Asst. Dean Division of Liberal Arts Signature

Date

Registrar Approval: _____
Registrar Signature

Date