



The UC grade replacement policy allows a student to repeat University of Cincinnati coursework, with the final grade awarded for the most recent class enrollment calculated into the cumulative grade point average rather than the final grade awarded for the original class enrollment.

The number of credit hours replaced is based upon the sum of the credit hours associated with the original class. Both the original and the repeated class are designated on the student's transcript as "Approved Grade Replacement."

University of Cincinnati requires students to register and pay tuition whenever repeating a class. Instructors may not alter a previously-assigned "I" grade, or any other letter grade previously reported, by allowing students to repeat classes without registering and paying tuition for those classes.

The student must complete a "Grade Replacement Application" form and submit that form to the College office offering the current or most recent class. The College will review the grade replacement request and forward approved grade replacements to the Registrar's Office for processing.

Once the student has submitted the form, thereby identifying the intent to use a current or most recent class for grade replacement, that decision is irrevocable. In the case of a current class, if the student withdraws from the class after petitioning for a grade replacement, that class does count towards the maximum number of classes that the student may repeat— but the "W" grade resulting from the withdrawal does not replace the final grade awarded for the original class.

If the student does not submit the required grade replacement application for the specific class(es) desired, both the original class final grade and the repeated class final grade will be calculated into the student's cumulative grade point average.

Students are not permitted to use grade replacement for an "F" grade imposed as a sanction for academic misconduct.

Students retaking a class under the Grade Replacement Policy cannot simultaneously enroll in that class on a pass/fail or an audit basis. The grade replacement policy should not be used where the original grade received was "W", "WX", "S", "P", "N", "NG", "T", "NP", or "IP."

Students who have graduated may repeat a course, but University decisions that were made based on the recorded grade point average at the time of graduation are not subject to modification. Examples of unalterable University decisions or actions are the following: graduation with Latin honors, departmental honors, Phi Beta Kappa, class rank, and any probation noted on the student's record on the date of graduation.

Grade Replacement Application				Submit the Completed Application to the College Offering the Class			
Print name LAST		FIRST		STUDENT NUMBER/ UCID		OFFERING COLLEGE	
I PREVIOUSLY TOOK (course that was repeated)				AND RECEIVED A GRADE OF			
Discipline	Class #	Section #	Credit Hours	Course Title	Term	Academic Year	
I AM REPEATING THE COURSE ABOVE WITH (repeated course that was taken or is currently being taken)							
Discipline	Class #	Section #	Credit Hours	Course Title	Term	Academic Year	

Only courses taken for undergraduate credit may be repeated under the Grade Replacement Policy. Applicants must be registered for the course they are repeating. **SUBMIT this form to the college office.**

Signature of Student

Date Signed

Student Home College

Approval of College Representative

Printed Name of College Representative

Phone Number

Date

The College Office must submit the application to the Registrar's Office ML0060