PETITION FOR GRADE REPLACEMENT - X Option

Petition will be processed after your repeat course grade is recorded at the end of the semester.

Name ___________________________________ Student ID # __________________________

**Original Course:** Semester Taken: Fall
(Please circle one) Spring Year _______
Campus ________________ Summer I

Summer II

Course Dept __________ Course Number __________
Credit Hours __________ Section Number _______ Original Grade _______
Course Title __________________________________________

**Repeat Course:** Semester Taken: Fall
(Please circle one) Spring Year _______
Campus ________________ Summer I

Summer II

Course Dept __________ Course Number __________
Credit Hours __________ Section Number _______ Repeat Grade _______
Course Title __________________________________________
Name of Instructor _______________________________________

I understand that my original grade will not be counted in my GPA nor will the credit hours be counted in the semester hours earned. The grade I receive this semester will appear on my transcript and will be used in the computation of my grade point average. Both grades will appear on the transcript.

_________________________________________ Date
Student's Signature

*The above information is accurate and I recommend that this student X the original course.

_________________________________________ Date
Advisor's Signature*

**If the above courses are not identical the approval/signature of the Dean will be required in order to process.

_________________________________________ Date
Dean's Signature**

Return completed form to the Office of Student Records (WZ 116)
IU EAST GRADE REPLACEMENT (Extended X)

1. Talk with your academic advisor and review your X options. With your advisor's guidance, complete the Petition for Grade Replacement. Accuracy is important.
2. Both the student and the advisor must sign the Petition for Grade Replacement.
3. If the repeated course number or title is not identical to the previous course number and/or title, then you must:
   a. Attach copies of course descriptions for both courses to the Petition.
   b. Forward the Petition the School Dean for approval/signature.
4. Return the completed form to the Office of Student Records (WZ116), earecord@iue.edu.
5. If the original course was taken at another IU campus, your request will be forwarded to that campus for processing.
6. After final grades are posted, at the end of the semester, your approved Petition will be processed and you will be able to view your transcript online to see the impact.

Purpose of this policy: To allow students who have done poorly in a course to repeat that course and remove the weight of the earlier grade from the student's cumulative grade point average. This policy replaces the use of the FX policy (UFC Action April 10, 1984, and the IU East amended policy on March 2, 2004). Previously granted FX grades will be honored under this policy by extending the replacement option to courses in which students receive any grade rather than just grades of F.

A student may retake any undergraduate course and petition for exclusion of the previously earned grade from the cumulative GPA after repeating the course. A student may apply this grade replacement option on an unlimited number of credit hours. This option may be exercised no more than two times for each course. Students may replace previously earned grades by completing the Petition for Grade Replacement – X Option for each course they wish to replace.

Please note that "F" grades that have been assigned as the result of academic misconduct (i.e. plagiarism) may be "repeated for credit" but may NOT be "replaced" with an "FX" by this or any other grade replacement policy.

Grade replacement under this policy is only available for undergraduate courses with fixed credit.

Grades in courses with variable topic may not be replaced unless the topics, rigor, expected competencies, and work-assignments in both courses are the same. The determination of equivalency is made by the faculty. Under this policy, any grade may be replaced by the grade in the retaken course. A grade of "W", "I", or "NC" cannot be used to replace another grade.

Academic Record: This policy only excludes certain grades from the calculation of the grade point average. All grades will remain part of the student's academic record; a notation on the transcript will indicate if a grade is not included in the GPA calculation. The provisions apply to undergraduate courses taken by students pursuing an undergraduate degree only. If a degree has been awarded, in no case may a grade be replaced for a course taken prior to the award of that degree. Schools and programs with selective admissions criteria may use a GPA calculation that does not honor the grade replacement under this policy in determining admissibility, academic standards, honors and graduation criteria.

Grades Earned at other IU campuses: Students who take a course at another IU campus and subsequently repeat that course at IU East may petition for grade replacement under this policy. However, replacement of grades earned at another IU campus is subject to the policies and procedures at that campus.

Honoring grade replacement requests from other IU campuses: IU East joins all other IU campuses in honoring the principle that the grade policies on the degree granting campus are applicable for each student. Hence, if an IU East student transfers to another campus with different grade replacement policies, IU East will honor requests from that campus, on behalf of the student, to replace an IU East grade that may not be replaceable under this policy. If the student were to return to IU East for graduation, however, that grade exclusion may not apply. In such a case, the student may petition to the degree-granting division to honor the IU sister-campus's grade replacement policy.

Grades earned outside the IU system cannot be used to replace grades earned at IU East.

Policy passed by IU East Faculty Senate, 04/07/2015