

**INDIANA UNIVERSITY EAST
PETITION for GRADE REPLACEMENT**

Petition will be processed after repeated course grade is recorded at end of semester.

Name _____ Student ID # _____

Original Course: Semester Taken: Fall
(Please circle one) Spring Year _____
 Summer I
Campus _____ Summer II

Course Dept _____ Course Number _____

Credit Hours _____ Section Number _____ Original Grade _____

Course Title _____

Repeat Course: Semester Taken: Fall
(Please circle one) Spring Year _____
 Summer I
 Summer II

Course Dept _____ Course Number _____

Credit Hours _____ Section Number _____ Repeat Grade _____

Course Title _____

Name of Instructor _____

I understand both grades will appear on my transcript; however, my original grade will not count in my GPA nor will the credit hours count in the semester hours earned. The grade I receive this semester will be used in the computation of my grade point average.

Student's Signature

Date

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

Advisor's Signature*

Date

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

Dean's Signature**

Date

Return completed form to the Office of Student Records (WZ 116)

IU EAST – GRADE REPLACEMENT POLICY & PROCEDURE

Procedure: Students may petition for grade replacement under this policy after repeating the course. The petition is made on a course-by-course basis. Once a grade replacement has been entered on a student's academic record, it may not be rescinded.

1. Make an appointment with your advisor and review your repeat options. With your advisor complete, the Petition for Grade Replacement form.
2. If repeat course numbers and/or titles do not match the previous course:
 - A. Course descriptions for both courses must be attached to the petition.
 - B. The Dean's approval/signature will be required in cases with course numbers and/or titles do not match.
3. Return the completed form to the Office of Student Records (WZ 116).

Purpose: To allow IU East students who have done poorly in a course to repeat the course and remove the weight of the earlier grade from the student's cumulative grade point average. This grade replacement option allows for the replacement of grades to include: A, B, C, D (including plus/minus), in addition to F. 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.

General: 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 to **no more than five courses totaling no more than 15 credit hours (effective Fall 2018)**.

Grades and courses for which this option is available: 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 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. Provisions apply to undergraduate courses taken by students pursuing an undergraduate degree. 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 courses at other IU campuses and subsequently repeat those courses 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. The registrar at IU East shall forward petitions for grade replacement to the appropriate registrar and shall act as a liaison between those responsible for evaluating the replacement.

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.

Grade replacement with courses using different course numbers: A student may petition to replace a grade in one course with the grade earned in another course, provided that the two courses are equivalent. The determination of equivalency of the two courses is made by the appropriate Dean and the faculty of the subject area. In order to establish equivalency, the faculty must determine that topics, rigor, expected competencies, and work-assignments in both courses are equivalent. A comparison of course descriptions alone is not adequate to establish equivalency. Students may not petition for grade replacement on the basis of having proved competency by successfully completing a subsequent course, through life experience, or through testing. [Explanation: This provision is meant to be used in cases where a course number has been changed, or where the two different course numbers are used for essentially the same course.]

Passed: IU East Faculty Senate 04/07/15. Amended by EFS 04/03/2018.