

## Application for Repeat to Replace an Undergraduate Course Grade

Semester \_\_\_\_\_ Year \_\_\_\_\_ 

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Panther # \_\_\_\_\_

Student's Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street Address City State Zip-code

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Email Address \_\_\_\_\_

### Initial Enrollment

Course Prefix & Number	Semester/Year Taken	Credit Hours	Grade Received	CRN	Instructor

### To Be Replace By

Course Prefix & Number	Semester/Year Taken	Credit Hours	Grade Received	CRN	Instructor

Please check and initial: ☐ I have read and understood the policy and procedures below that govern the Repeat to Replace grading option.

**This application must be submitted after the repeated course is graded.**

### Repeat to Replace Courses Policy

- Request must be submitted prior to the semester of graduation. A student cannot use a grade in a course taken in the semester of graduation to replace a previous grade.
- The student must be in their first undergraduate degree at GSU.
- The repeated course must be taken beginning Fall 2011 or later.
- The grade replacing the former must be a higher grade.
- No more than four course grades total (from four different courses) may be replaced and excluded from the Institutional GPA.
- Only the first grade can be replaced (i.e. if the student took a course three times, only one of the subsequent can replace the first).
- Grades for all attempts of the course will appear on the student's official transcript regardless of whether or not the grade has been excluded from the student's GPA.
- This policy has no effect on any GPA requirements set by state or federal laws/regulations (such as the GPA requirements set by the HOPE scholarship program).
- A copy of the request and approval will become part of the student's permanent record.
- This policy does not apply if the original grade was assigned as a result of a violation of the Academic Honesty policy.
- Students may not use this policy to replace grades awarded prior to semester conversion.

Before submitting the form, please confirm that the final grade for the course you repeated has been posted to your academic record. Forms cannot be processed until a final grade is posted. Please refer to the Academic Calendar on when final grades are posted for each term. Forms will be accepted after that time.

Forms can be sent as an email attachment to [recgradsvc@gsu.edu](mailto:recgradsvc@gsu.edu) or mailed to the Registrar's Office, Attention Academic Records, P.O. Box 4017, Atlanta, GA 30302.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Processed by \_\_\_\_\_ Date \_\_\_\_\_

## 1350.25 Repeat to Replace Policy

Under the conditions outlined below, undergraduate students who have retaken courses and earned a higher grade may request to have the first grade excluded from their institutional GPA. If the request is approved, the Office of the Registrar will make appropriate notations next to the original course and the retaken course on the student's official transcript. Grades for all attempts at the course will appear on the student's official transcript regardless of whether or not the grade has been excluded from the student's GPA. This policy has no effect on any GPA requirements set by state or federal laws/regulations (such as the GPA requirements set by the HOPE scholarship program). A copy of the request and approval will become part of the student's permanent record file. The attempt to repeat must be made in Fall 2011 or thereafter. Students who have repeated courses prior to this date will not be allowed to delete earlier attempts from their GPA calculation. Units may prohibit students from repeating certain courses.

An undergraduate student may request to have a grade excluded from GPA computation under the following conditions:

- Before requesting to apply the repeat-to-replace policy, a student must have retaken the same undergraduate course (or the renumbered substitute for that course) in the same department at Georgia State and earned a higher grade in the course retaken.
- No more than a total of four course grades (from four different courses) may be replaced and excluded from the student's GPA.
- Requests must be submitted before the beginning of the term of graduation.
- Once a request has been approved the request cannot be revoked or reversed.
- This policy applies only to the first recorded grade in a course that a student has repeated. For example, suppose that a student took a course three times. The student may use the second or third grade to replace the first grade. The student may not use the third grade to replace the second grade.

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- Only grades that are part of a student's GPA may be replaced. For example, Ws, Ss, and Us cannot be replaced.
  - This policy does not apply if the original grade was assigned as a result of a violation of the Academic Honesty policy. (The University maintains internal records of violations of the Academic Honesty policy. In addition, in some cases, violations of the Academic Honesty policy are noted on the transcript. Whether the violation is recorded internally or on the transcript, a student may not replace a grade that was awarded as a result of a violation of the Academic Honesty policy.)
  - The Repeat-to-Replace applies only to degree-seeking students pursuing their first undergraduate degree at Georgia State.
  - Students may not use this policy to replace grades awarded prior to semester conversion (for example, quarter courses).