



Grade Replacement Policy

Undergraduate

The course repeat policy was revised by the Faculty Senate to include a grade replacement option effective Spring semester 1991. Under this policy, only undergraduate students may repeat a course for a higher grade and have the lower grade removed from the grade point average. This revision is an option for students who meet the criteria outlined below. Repeated courses for students who do not meet the criteria, or who choose not to make use of the option, automatically fall under the existing policy as described under “Repetition of a Course.”

The following outlines the procedure for the implementation of this course repeat (grade replacement) option. **NO EXCEPTIONS WILL BE MADE TO THIS POLICY.**

1. The Grade Replacement policy is effective as of Spring semester 1991 and affects only the University of New Mexico course work* from Spring 1991 forward. This means that the first attempt in a course cannot have been prior to Spring semester 1991. The policy is not retroactive to any semester prior to Spring 1991.

* A student who fails a course at the University of New Mexico and repeats the same course with a grade of C or better at another college or university may have the credit accepted for transfer, but the grade received at the University of New Mexico will continue to be computed in the grade point average.

2. Students in undergraduate status are eligible to use this policy, and only course work that applies to an undergraduate degree is considered for a grade replacement.
3. A repeated course must result in an improved grade in order to replace the other grade (e.g., a D cannot replace a D). The higher grade removes the lower grade from the grade point average and earned credit hours. Grades of CR, NC, PR, WP and W are not replaceable grades since they do not affect the grade point average.
4. **The process is not automatic.** Students must initiate the process by completing a form in the Records and Registration Office, indicating which course is to be replaced. The course numbers and titles must be identical, except where equivalencies or a change has been noted in the University of New Mexico Catalog. Substitute courses are not acceptable. Forms are accepted after the second attempt in the course has been completed.
5. A grade replacement may be applied only to 12 hours of repeated course work. Only one grade replacement is allowed for each course, regardless of the number of times the course has been repeated.
6. Once a grade replacement has been approved, the process cannot be reversed or changed.
7. **No grade may be replaced after a degree has been awarded.**
8. **All grades remain on the record.** An “E” appears on the transcript next to the course that has been replaced.
9. Students registering for a late starting Fall course cannot use the Grade Replacement Policy to replace a grade within that same Fall Semester.

NOTE: This policy applies only to courses taken and repeated at the University of New Mexico.

Graduate students wishing to replace grades must follow the *Graduate Grade Replacement Policy* in the *Graduate Program* section of the Catalog.

Submit the completed Grade Replacement:

By Mail:
Attn: Grade Replacement
Office of the Registrar
MSC11 6325
1 University of New Mexico
Albuquerque, New Mexico 87131-0001

Drop Off:
Attn: Grade Replacement
Office of the Registrar
Mesa Vista Hall - North
Fax to: 505.277.6809



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(Please Print)

Name: _____
Last First M.I.

UNM ID. Number: _____

Address: _____

Birthdate: _____

Telephone: _____

Course to be taken out of earned hours:

Department: _____ Course #: _____ Course Title: _____

Original semester course was taken: Fall _____ Original Grade Received: _____
Spring _____ Year
Summer _____

Semester course was repeated: Fall _____ Improved Grade: _____
Spring _____ Year
Summer _____

I have reviewed and understand the Grade Replacement Policy.

Student Signature

Date

If you have additional questions, contact the Registrar's Office at 505.277.8900 or unmreg@unm.edu

OFFICE USE ONLY:

Approved: _____	By: _____
Denied: _____	Date: _____
Explanation of Denial: _____	