



## Grade Replacement Petition

Name \_\_\_\_\_ Aims ID \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 (Last, First, Middle Initial)

**Qualifications:**

The first request for a Grade Replacement may be made after the course has already been repeated, provided it was repeated Fall 2005 or later. Such a retroactive Grade Replacement Petition is limited to one course, and limited to the student's first request. *To be eligible for any additional Grade Replacements, students must submit this completed petition to the Admissions and Records office at the time of registration (i.e. before repeating the course).*

One form must be completed per course to be replaced. Grade Replacement may only be applied to a course if the previous grade was "D" or "F" and can only be applied for a maximum of 4 courses. **Once started, Grade Replacement cannot be revoked.**

The student is responsible for full payment of tuition for repeated course(s).

**PLEASE SEE THE BACK OF THIS FORM FOR ADDITIONAL INFORMATION.**

	Term/Year	CRN	Course Title	Credits	Grade
<i>Example</i>	<i>Fall/2005</i>	<i>21234</i>	<i>English 121</i>	<i>4</i>	<i>D</i>
<b>Original Course</b>					
<b>Course for Replacement</b>					

**It is the student's responsibility to check with the appropriate academic department(s) to determine course eligibility for Grade Replacement.**

I have read the rules of Grade Replacement on the reverse side of this petition and understand their applicability to my academic record.

I request that I be granted a "GRADE REPLACEMENT" for the above course which I took and will repeat at Aims Community College.

**STUDENT**  
 SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**ADVISOR**  
 SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## Grade Replacement Rules and Procedure

Repeating a course under **Grade Replacement** is subject to the following conditions:

The first Petition for Grade Replacement may be made after the course has already been repeated, provided it was repeated Fall 2005 or later. Such a retroactive Petition request is limited to one course, and limited to the student's first Petition request. *To be eligible for any additional Grade Replacements, students must submit this completed Grade Replacement Petition to the Admissions and Records office at the time of registration (i.e. before repeating the course).*

**It is the student's responsibility to check with the appropriate academic department(s) to determine course eligibility for Grade Replacement.**

1. Grade Replacement may only be applied to a course if the previous grade was "D" or "F".
2. Only the last grade earned will count in the grade point average. However, all grades for that course will remain on the student's transcript.
3. A student receiving a letter grade can only replace that grade in the cumulative GPA with another letter grade. (e.g. cannot elect to retake the course for an "S" or "AU" grade to replace an "F").
4. A "W" (indicating a withdrawal) can not replace a letter grade for Grade Replacement. If a student enrolls and later withdraws receiving a mark of "W" in any subsequent attempt of a course, that enrollment counts as the Grade Replacement opportunity and the original grade will count toward the GPA.
5. Grade Replacement must match course for course (e.g. Western Civilization I for Western Civilization I).
6. Only Aims courses are eligible for Grade Replacement.
7. Grade Replacement can only be applied for a maximum of **4 courses**.
8. Once started, Grade Replacement **cannot** be revoked.
9. Independent Study courses retaken for Grade Replacement must have a new contract matching the requirements of the initial contract.
10. Some courses/programs do not qualify for Grade Replacement (e.g. The Police Academy). Contact appropriate academic department to determine course eligibility.
11. All recorded grades at Aims prior to and after Grade Replacement, will be used to determine all academic honors.
12. If you plan to transfer to another academic institution, you should be aware that other institutions may include all grades in the calculation of your GPA for admission purposes.
13. In accordance with Department of Education regulations, all attempted coursework is included to determine Financial Aid eligibility; no portion of the academic transcript can be excluded. Contact Student Financial Assistance for more information.