Grade Replacement Petition

Name: ________________________________  Aims ID: A00 - ________________
(Last, First, Middle Initial)

IMPORTANT:
You must submit this completed petition to the Student Enrollment and Records Office no later than the end of the first week of the semester in which you would like the Grade Replacement to be processed. Late forms are not accepted unless it is a student's first petition request and is only limited to the student's first petition request (please see policy #4 on next page).

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.

PLEASE SEE THE BACK OF THIS FORM FOR ADDITIONAL INFORMATION.

<table>
<thead>
<tr>
<th>Term and Year</th>
<th>Subject</th>
<th>Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>Fall 2014</td>
<td>PHY</td>
<td>214</td>
<td>Quantum Physics</td>
<td>3</td>
</tr>
<tr>
<td>Original Course</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replaced By</td>
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</tbody>
</table>

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

I have met with my advisor (his/her signature appears below), I have read the rules of Grade Replacement on the reverse side of this petition, and I understand how these rules apply to my academic record.

I request that I be granted a “GRADE REPLACEMENT” for the above course.

STUDENT SIGNATURE __________________________________________________________ DATE __________

ADVISOR SIGNATURE __________________________________________________________ DATE __________

revised 12/10/2019
Grade Replacement Rules and Procedure

1. The completed petition must be signed by both the student and the advisor.
2. It must then be submitted to the Student Enrollment office. no later than the end of the first week of the semester in which you would like the Grade Replacement to be processed.
3. Once started, Grade Replacement cannot be revoked.
4. The first Grade Replacement may be requested either before or 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.
5. Grade Replacement may only be applied for a maximum of 4 courses.
6. Grade Replacement may only be applied to a course if the previous grade was "D" or "F".
7. A student may only replace a grade with another GPA-affecting letter grade. (e.g. you cannot elect to retake a course for an “S” or “AU” grade to replace an “F”).
8. 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.
9. A “W” (indicating a withdrawal) can not replace a letter grade for Grade Replacement. If a student enrolls and later withdraws, that enrollment counts as 1 of the allotted 4 Grade Replacement opportunities and the original grade will still count toward the GPA.
10. Grade Replacement must match course-for-course (e.g. Western Civilization I for Western Civilization I).
11. Only Aims courses may be used as Grade Replacements (i.e. A course transferred in from another college cannot be used as a Grade Replacement for an Aims course).
12. Independent Study courses retaken for Grade Replacement must have a new contract matching the requirements of the initial contract.
13. Some courses/programs do not qualify for Grade Replacement (e.g. Basic Police Academy). Contact appropriate academic department to determine course eligibility.
14. All recorded grades at Aims prior to and after Grade Replacement, will be used to determine all academic honors.
15. 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.
16. 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.