

GRADE REPLACEMENT OPTION - X option

1. Make an appointment with your advisor and review your X options. With your advisor complete the Grade Replacement form. Accurate information is important.
 2. If the repeat course numbers or titles are not identical to previous numbers or titles:
 - A. Gather copies of course descriptions for both courses and attach them to the form.
 - B. Make an appointment with the Dean and take the form to the Dean for approval/signature.
 3. Return the completed form to the Office of Student Records (WZ 116).
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What happens:

After grades run at the end of the semester your Grade Replacement form will be processed.

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 and the form therefore will not be processed.

If the original course was taken at another IU campus your request will be mailed to that campus for processing.

You can check OneStart to see the change of grade reflected there.

For Your Information:

The option can be used for a maximum of 15 credit hours, including any and all FXs that have been previously processed.

The original and the repeat course credits must be earned at Indiana University campuses.

When the original grade is processed an X is placed to the left of the course. The grade is not removed from the transcript but the credit hours attempted are reduced by the number of credits of the course. The result is a higher cumulative GPA.

Grade replacement under this policy is only available for undergraduate courses with fixed credit.

The X option is honored only at undergraduate schools and divisions of Indiana University. This X option may or may not be honored at another school outside of the IU system.

A student may use the X Option two times maximum for any given course.