



DIVISION OF GRADUATE STUDIES

PETITION TO REPLACE A GRADE FORM

Students in graduate degree programs are permitted to repeat two (2) courses upon the recommendation of the departmental graduate faculty advisor. Only two repeats are allowed in a graduate program. Both grades will show on the transcript, and the highest grade will be used in computing the grade point average (GPA). After the grade of a repeated course has been posted in PAWS, the student emails a completed Petition to Replace Grade Form to departmental faculty advisor. The departmental faculty advisor reviews and approves the form and sends the form to the Division of Graduate Studies (graduate@jsums.edu). The Form is reviewed and approved by the Division of Graduate Studies and sent to the Office of the Registrar and Records for processing.

PART I. To be completed by the student, please type or print.

Name Student ID Number
Street Address or P.O. Box City, State, and Zip Code
Major Date of Expected Graduation

PART II. To be completed by the Departmental Faculty Advisor.

Current Cumulative Grade Point Average: _____

The above-named student has permission to replace the grade listed below: _____ Yes _____ No

Table with 5 columns: Course Number/Title, Section No., Term, Year, Original Grade, New Grade

Approved: _____ Denied: _____
Departmental Faculty Advisor Date

PART III. Signatures.

Approved: _____ Denied: _____
Graduate Studies Dean Date

Completed forms should be submitted to the Office of Registrar and Records via the electronic method noted below.

Processed By: _____ Date: _____