

# Official Request for Replacement of Grade

**Mail:** UNC at Pembroke  
Office of the Registrar  
P.O. Box 1510  
Pembroke, NC, 28372

**OR: Fax:** 910-521-6328

**Instructions:**

- Complete this form, for any course(s) you would like to replace.
- The original course and the repeat course must be taken at the University of North Carolina at Pembroke.
- This replacement policy only applies to students entering UNCP for Fall 1994 to Spring 2013.
- Freshman entering UNCP will have the option of replacing a maximum of 15 hours. Students entering UNCP as freshmen beginning in Fall 2013 will have the option of replacing a maximum of 12 credit hours with improved grades earned by repeating courses.
- Students transferring or readmitted to UNCP will follow the scale below:

Transfer or Readmission Hours	Maximum hours for replacement
0-23 hours	15 (or 12 if entry after Fall 2013)
24-51 hours	12
52-89 hours	9
90 or more	6
Candidate for a second Bachelor's Degree	6

<b>Last Name</b>								<b>First Name</b>			
<b>Banner ID</b>	8	4	0								

Subject Code & Number	Title	Semester & Year Course Taken	Semester and Year Course Repeated

<b>Student Signature</b>			<b>Date Signed</b>	
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**Office Use Only**

<b>Approved</b>			<b>Date</b>	
<b>Hrs Eligible</b>			<b>Date Entered</b>	
<b>Staff initials</b>				
<b>GPA Before</b>		<b>GPA After</b>		