

**LAMAR UNIVERSITY COLLEGE OF GRADUATE STUDIES**  
**Request for Grade Replacement in Graduate Program Coursework**

POLICY: Graduate students may replace a graduate course grade by repeating a course for up to nine semester credit hours, or three graduate-level three-hour courses. The last grade recorded in a repeated course will be considered the official grade and used in calculating the GPA, although all grades remain on the student's transcript. Special topics courses that have the same course number are not considered to be the same course if the topics differ. The repetition of a course taken at another institution will not replace a grade in the GPA calculation of the Lamar University course. If a student earns a D or F in a course required for his/her graduate degree, the course **must** be repeated, and a passing grade of A, B, or C must be earned. Once a degree has been conferred, a student may not use the Grade Replacement Policy for any courses used to award the degree or to recalculate the GPA.

Date: \_\_\_\_\_ LU ID: \_\_\_\_\_ Graduate Program (Major): \_\_\_\_\_

Name (First, Middle, Last): \_\_\_\_\_

**Course(s) to be replaced:**

Course Number (e.g., ENGR 5301)	Course Name (e.g., Design Project)	Grade (e.g., F)	Semester & Year (e.g., Fall 2019)
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**Course(s) to be used as replacement(s):**

Course Number (e.g., ENGR 5301)	Course Name (e.g., Design Project)	Grade (e.g., A)	Semester & Year (e.g., Fall 2020)
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair signature: \_\_\_\_\_ Date: \_\_\_\_\_

College Dean's signature \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Dean : Approved \_\_\_\_ Not Approved \_\_\_\_ Comments: \_\_\_\_\_

Graduate Dean's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Other signatory/approver \_\_\_\_\_ Date: \_\_\_\_\_

**Submit signed original to the Graduate Studies Office, Wimberley 219, 409-880-8229.**  
**A Banner academic transcript must be attached to this request.**