**NEW GRADE REPLACEMENT PROCESS**
**QUICK REFERENCE GUIDE**

*Reminder: Undergraduate students are still limited up to two (2) courses (maximum of 8 hours) for grade replacement.*

**WHAT IS CHANGING?**

Beginning Fall 2021, undergraduate students will have eligible repeated courses automatically selected for grade replacement. Students can either cancel or change the course which is selected until the withdrawal deadline.

**HOW DO YOU GET THERE?**

Log in to my.uncc.edu and click the Banner Self Service icon under quick links. Click on the Student Services/Student Accounts tab > Student Records > **Grade Replacement - Starting Fall 2021**

**STUDENT INSTRUCTIONS** (See Example on pg. 2)

1. Review the information displayed.

2. Click on either the “Cancel” or “Request” buttons next to the course(s).

3. Check a box to confirm selection (a lecture-lab combination requires an additional confirmation for the lab).

4. Click the Submit button.

5. Status will update to “Pending Processing” (or “Pending Review” for topics courses) until a final grade is received.

6. Students can modify their selection at any time before the deadline by following the same steps.

**AUTOMATIC SELECTION CRITERIA:**

Grade Replacement will automatically be applied for the first two courses repeated where the previous grade earned was a C or below including the additional criteria below:

- Earliest registration, then
- Highest credit hours, then
- Lowest prior grades, then
- Alpha by subject, then
- Highest course number

**Note:** If a student repeats a course with a lab, the lecture-lab combination counts as one grade replacement.

Topics courses must have the same title as the original topics course to be eligible for grade replacement.

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EXAMPLE | STUDENT VIEW IN BANNER SELF SERVICE

Grade Replacement

**The Grade Replacement policy is available for Undergraduate Students**

Grade Replacement will automatically be applied for the first two repeated courses (maximum of 8 credit hours) where the previous grade earned was a C or below. Students wishing to “opt out” of using a grade replacement must cancel the automatic selection by the withdrawal deadline for the term or session. Students also can apply grade replacement to a different course being repeated during the same term or session.

For further information, visit the Niner Central’s webpage or consult with an academic advisor.

Currently Used and Remaining Grade Replacements

<table>
<thead>
<tr>
<th>Grade Replacements</th>
<th>Allowed</th>
<th>Used</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Hours</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

On October 19, 2020, UNC System policy 400.1.5[R] was amended to exclude all spring 2020, fall 2020, and spring 2021 courses from the maximum number of allowable grade replacements.

Courses Eligible for Grade Replacement

<table>
<thead>
<tr>
<th>Course</th>
<th>Replaced Course</th>
<th>Deadline</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course: MATH 1100-022</td>
<td>Course: MATH 1100-022</td>
<td>10/22/2021</td>
<td>Pending Processing</td>
</tr>
<tr>
<td>Title: College Algebra</td>
<td>Term: Fall 2021</td>
<td>Part of Term: Full Term</td>
<td>Credit Hours: 3</td>
</tr>
<tr>
<td>Course: POLS 4110-001</td>
<td>Course: POLS 4110-001</td>
<td>10/22/2021</td>
<td></td>
</tr>
<tr>
<td>Title: NC Student Legislature</td>
<td>Term: Fall 2021</td>
<td>Part of Term: Full Term</td>
<td>Credit Hours: 3</td>
</tr>
</tbody>
</table>

Questions?

Visit the Niner Central website at ninercentral.uncc.edu/grade-replacement for more information on what’s changing for the Fall 2021 Grade Replacement policy.

Faculty, staff, and students can email questions to gradereplacement@uncc.edu

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