



**Undergraduate Student
Petition to Grade Replace a "C"**

Petitions to repeat a C grade will be considered upon the approval of your academic advisor in your major. Please see the next page for the specific majors and courses that allow "C" grade replacement. Once signatures are secured, the petition must be submitted to the Registrar's Office. Any late add fees will be applied if received after the deadline to add. If approved, this will be the final opportunity for you to take this course – no further petitions to repeat this course will be considered. This request could have an impact on your financial aid or eligibility status – please check with the appropriate offices for more information, e.g. Financial Aid, Veterans Affairs, Athletics.

Student Name _____ Student ID Number _____
Last First MI

Student Email _____ Student Phone # _____

1st Attempt Information:

Term (check one) ☐ Fall ☐ Winter ☐ Spring ☐ Summer Year: _____

Please enroll me in the following:

2nd Attempt Enrollment:

Term (check one) ☐ Fall ☐ Winter ☐ Spring ☐ Summer Year: _____

Class Information: Course Title _____ Class Number _____ Add to Wait List if class is full _____

Second Choice Class Number _____ Add to Wait List if class is full _____

Course Prefix _____ Number _____ # of Units _____ Lab Class Number _____ Add to Wait List if class is full _____

Student Major/Plan _____

Acceptable Majors/Plans and specific courses are listed on page two with the allowable course repeat information

If the student major/plan does not match any of the majors/plans on page two of this document, the petition will be DENIED

Student's Signature

Date

☐ Approved ☐ Denied _____

Major Advisor Signature

Date

Department Stamp

Comments: _____

Please return completed form in person, via fax or email to:

Office of the Registrar

Gammage Building (Building #1)

928-523-1414 (Fax)

Registrar.Grades@nau.edu

Processed By _____

Date _____

Undergraduate Majors and Plans that allow “C” Grade Replacement in order to meet program specific GPA requirements

W.A. Franke College of Business-All BSBA & BSACCY majors

- All BSBA majors are required to have a grade of “C” or better in: ENG 105, MAT 114 and MAT 119 or MAT 121 (dependent upon catalog year), ACC 205, ACC 255, ACC 256, ISM 120, ECO 201, ECO 284, ECO 285.
 - If you received a grade of “C” in any of the above courses, but have not met the BSBA GPA requirement, you may re-take a course in which you received a “C”.
- BSBA majors can re-take a **maximum of two** of the above courses for grade replacement, in which a grade of “C” was received, in order to meet the GPA requirement for the BSBA program.
 - Please see the catalog for full details: [Additional Admission Requirements](#); click on the “Details” tab.
- Please be aware that you are only allowed to grade replace two “C” grades from the list above.
 - You may only repeat a required course in which you received a grade of “C” one time.
 - If you repeat a “C” and do worse on your 2nd attempt, it will still count as one of the two allowable “C” grade replacements.

College of Social and Behavioral Science-Social Work Major

- Must complete **SW 220** and **SW 321** with a grade of “B” or better.
- If you received a grade of “C” in either of the above courses, you may re-take each course one time for grade replacement.

College of Education-Elementary, Early Childhood, Secondary and Special Education Majors

- You must complete **ENG 105** with a grade of “B” or better.
- OR if you receive partial credit and must only take **ENG 205** to complete composition requirements, you must complete **ENG 205** with a grade of “B” or better
- If you received a grade of “C” in **ENG 105** or **ENG 205**, you may re-take the course one time for grade replacement or you may take an approved writing course at the 200-level or above with a grade of “B” or better.

College of Environment, Forestry, and Natural Sciences-Forestry Major

- All BSF majors are required to have a grade of “C” or higher in the following: FOR 101, FOR 211, FOR 213, FOR 215, FOR 220, FOR 225, ENG 105, MAT 125, STA 270, CHM 130, CHM 130L or CHM 151, CHM 151L, BIO 181, BIO 181L, BIO 182, BIO 182L, ECO 280 or ECO 284, CST 111.
 - If you received a grade of “C” or better in any of the above course, but have not met the required minimum preprofessional GPA requirement of 2.75, you may retake a course in which you received a “C” **ONE** time for grade replacement.
 - BSF majors can take up to four classes for grade replacement, in which a grade of “C” was received, in order to meet the 2.75 GPA requirement.

College of Environment, Forestry, and Natural Sciences-Secondary Education Major

- All BSEd majors (SecEd-Biology, SecEd-Chemistry, SecEd-Earth SCI, SecEd-Mathematics, SecEd-Physics, SecEd-General Sci) are allowed to have only one grade of “C” in the following courses: TSM 350, TSM 404, TSM 450.
 - If you received more than one grade of “C” in the above courses, you may retake a course in which you received a “C” **ONE** time for grade replacement.

College of Arts & Letters-Secondary Education Major

- All BSEd – SecEd-History and Social Sciences majors must receive a grade of “B” or better in HIS 205.
 - If you received a grade of “C” in HIS 205, you may re-take the course **ONE** time for grade replacement.

College of Engineering, Informatics and Applied Sciences-Mechanical Engineering Major

- All ME majors are required to have a GPA in the following “foundational courses” equal to or greater than 2.65 prior to enrolling in any 300 or 400 level ME courses: MAT136, MAT 137, CS122, PHY 161, PHY 262, CENE 251, MAT238, ME 240.
 - If you are in the mechanical engineering program and have completed all required foundational courses with a “C” or better, but have a foundational course GPA that is below the acceptable grade point average for enrollment in upper divisional courses, you may repeat up to two of the foundational courses in which you earned a “C” to meet the minimum GPA requirement. You may only repeat a foundational course in which you earned a grade of “C” one time for it to count toward the foundational coursework GPA.