

**Grade Replacement Petition  
Bryant Zhuhai University**

Undergraduate students may have the option of replacing a grade in a course by retaking the course. Petitions are made to the Registrar’s Office. Note the following conditions:

1. For any one course this grade replacement option may be used once. Also, credit for a repeated course may be used only once.
2. This policy can be applied to a maximum of four different courses.
3. For purposes of GPA calculation, the grade earned during the first course enrollment will stand until the recording of the final grade in the second enrollment is completed. When the second enrollment is completed, the grade for that second enrollment will become the grade used in all GPA calculations regardless of whether the grade earned is higher or lower than the grade obtained during the first enrollment.
4. The transcript will record both course enrollments and the grade earned in each enrollment. The first attempt will be marked with an X to indicate grade replacement (e.g., XF, XD).
5. In the case of multiple attempts to achieve a passing grade in any one course, the X grade will apply only to the first attempt. The grades from all other attempts will be included in GPA calculations.
6. Students will not be allowed to apply the grade replacement policy to a course in which there has been documented academic dishonesty that has not been reversed on appeal.
7. The grade from the first attempt will continue to stand for those students who withdraw with a W or WP grade from the course during the second attempt. The grade for withdrawing with a WF during the second attempt will be an F for the course. Any type of withdrawal will count as one of the four allowed attempts.

**Petitions must be made at the beginning of the semester in which the course will be repeated.**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student ID number

\_\_\_\_\_  
Course for Grade Replacement (Subject, Number & Title)

\_\_\_\_\_  
Original Semester Enrolled

\_\_\_\_\_  
Grade Received

Reason for Petition:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

<p><b><u>FOR OFFICE USE ONLY:</u></b></p> <p>Date Received: _____</p> <p>Approved: <input type="checkbox"/> Granted    <input type="checkbox"/> *Granted LATE    <input type="checkbox"/> Denied</p> <p style="text-align: center;">*Any further late petitions <b>may not</b> be granted.</p> <p>_____ Signature – Academic Dean</p>	<p><input type="checkbox"/> <b>COMPLETED:</b> _____ (2<sup>nd</sup> attempt)</p> <p><input type="checkbox"/> Winter Session _____</p> <p><input type="checkbox"/> Spring Semester _____</p> <p><input type="checkbox"/> Summer Session _____</p> <p><input type="checkbox"/> Fall Semester _____</p> <p><input type="checkbox"/> <b>IN PROGRESS:</b> _____ (2<sup>nd</sup> attempt)</p> <p><input type="checkbox"/> Winter Session _____</p> <p><input type="checkbox"/> Spring Semester _____</p> <p><input type="checkbox"/> Summer Session _____</p> <p><input type="checkbox"/> Fall Semester _____</p> <p>_____ Date</p>
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