



NMSU Graduate School  
 Educational Services Building Room 301  
 MSC 3GS P.O. Box 30001  
 Phone: 575-646-5746 Email: [grad-degrees@nmsu.edu](mailto:grad-degrees@nmsu.edu)

## Graduate Grade Replacement Form

The form should be sent to [grad-degrees@nmsu.edu](mailto:grad-degrees@nmsu.edu)

Graduate students may repeat courses for a change in grade, to be updated on the official student transcript, when the original grade earned was a B- or lower. Students with active graduate status (admitted to a graduate program) are eligible to use this policy.

- a. A course may only be repeated once (a total of two instances within the active program of study), and the course numbers and subtitles must be identical (e.g. GEOG 598 – Intro to Geography AI).
- b. To replace the original grade on the transcript, the repeated course must result in an improvement of the previous grade.
- c. The higher grade will replace the lower grade in the calculation of the cumulative GPA and earned credit hours.
- d. The original grade will remain on the student’s transcript. An “E” will appear next to the course to indicate that the lower grade is removed from GPA calculation.
- e. No grade may be replaced after a graduate degree has been awarded. Symbol grades such as CR, PR, S, U, and W are not replaceable since these grades do not affect the overall grade point.
- f. The form must be submitted prior to graduation and by Census date. Once degrees are certified, no changes will be made.
- g. Submission and approval of this form does not immediately update a student’s academic standing. Academic standing is only recalculated after the final grading process at the end of the semester.
- h. For Incomplete, “I” grade, please refer [here](#).

Student Information			
Last, First Name		Aggie ID	
NMSU E-mail		Program of Study	

Course 1 Information						
<b>Initial</b> Course Title	Prefix	Course Number	Credit Hours	Semester	Year	Grade
<b>Replacement</b> Course Title	Prefix	Course Number	Credit Hours	Semester	Year	Grade

Course 2 Information						
<b>Initial</b> Course Title	Prefix	Course Number	Credit Hours	Semester	Year	Grade
<b>Replacement</b> Course Title	Prefix	Course Number	Credit Hours	Semester	Year	Grade

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Graduate Coordinator or Dept. Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Graduate School Dean (Designee)

\_\_\_\_\_  
Date