

The student completes the following and submits electronically to the advisor. Each party in the required approval list should sign if able or type name and date and forward the form to the next party. The Dean signs/types name and forwards to registrar@deltastate.edu.

Please note that grade replacement may be used a maximum of two times during the student’s graduate academic career at Delta State, with a limit of once for any course. Exception will be made for cohort-based, linked courses for which one common grade is given, up to a maximum of three courses.

Student Name: _____
(Last, First Middle)

DSU ID#: _____
(900#)

Replace the earlier course grade with the subsequent course grade for the following course:

	Name of course	Course Prefix	Course Number	Semester / Year Taken	Grade
Original					
Replacement					

Required Approvals: (If remote processing not necessary, sign. If remote processing is necessary, type name and forward to next party using DSU email)

Advisor’s Signature/Name: _____ Date: _____

Chair’s Signature/Name: _____ Date: _____

Dean’s Signature/Name: _____ Date: _____

For Registrar’s Office Use Only:

Date Received: _____ Date Processed: _____

Processed By: _____