



Retroactive Grade Replacement Request

Return to:
Registrar's Office
1025 North Broadway
Milwaukee, WI 532023109

Fax: (414) 2776914
Phone: (414) 2777215

During the transition from the old Grade Replacement Policy to the New Grade Replacement Policy, students who are registered for the fall 2011 term have the opportunity to request that classes they took and re-took at MSOE in the past be processed as Grade Replacements. This includes classes they forgot to grade replace or classes that they repeated after they had used their five allowed Grade Replacements. Only currently registered students in the fall can ask to have past courses processed as Grade Replacements. We will begin processing these requests sometime after the close of fall registration and the student must be registered at that point in the term to have this request processed. Once a degree is conferred, no additional grade replacements will be processed.

To take advantage of this opportunity, please fill out the information below, sign it, and submit it to the Registrar's Office.

Course number	Term course originally completed	Term course was completed

Student signature (required) _____

Date _____