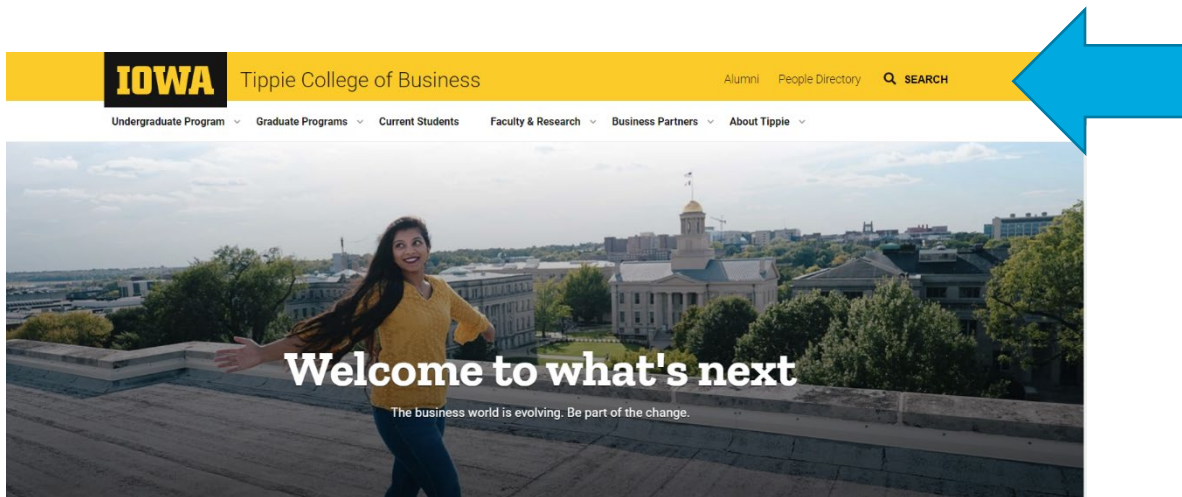


Tippie Quick Guides

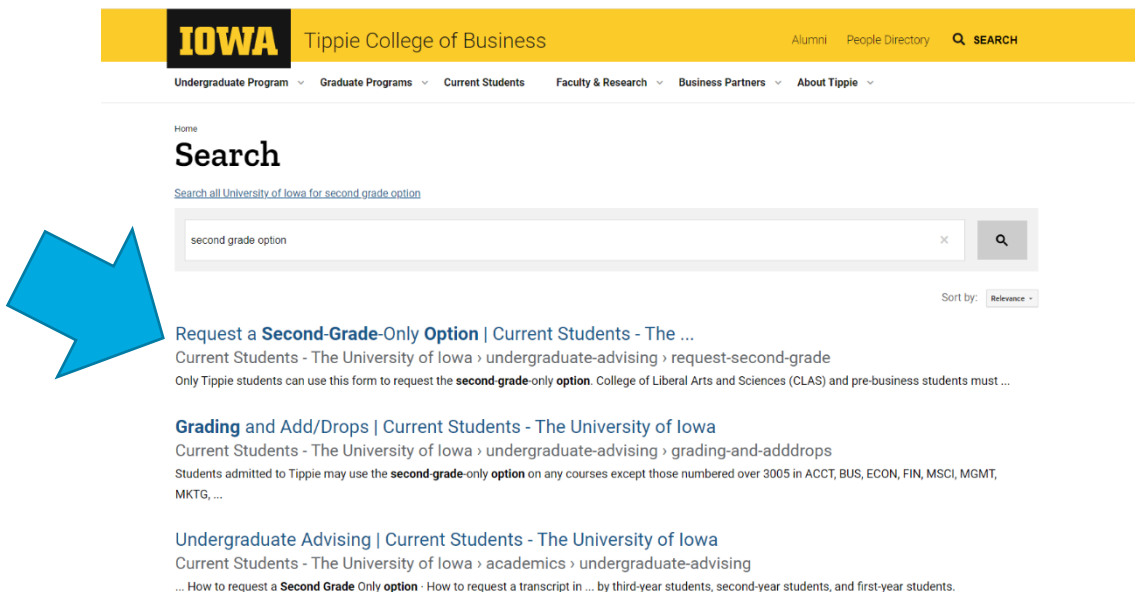
How to request a Second-Grade-Only Option

Tippie students should use the process below to request a second-grade-only option for any course, business or non-business. College of Liberal Arts and Sciences (CLAS) and pre-business students must use the [process established by CLAS](#).

1. From the Tippie website, type “Second-Grade-Only Option” in the search field in the top right corner:

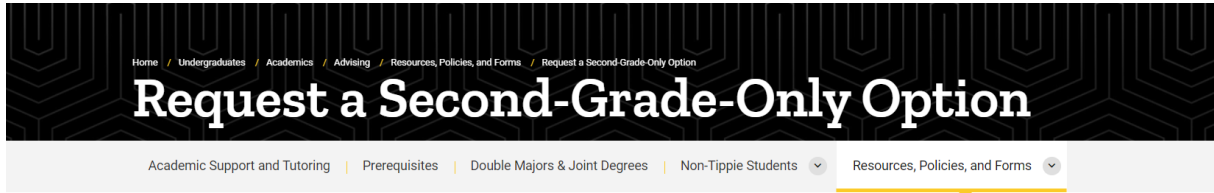


2. Click on the first search item that pops up: “Request a Second-Grade-Only Option.”



Tippie Quick Guides are general resources and are not intended to replace academic advising. Please discuss planning questions with your academic advisor. Questions? Contact the Undergraduate Program Office at 319-335-1037.

3. Read the information and policies for requesting a Second-Grade-Only option as a Tippie student.



Only Tippie students can use this form to request the second-grade-only option. College of Liberal Arts and Sciences (CLAS) and pre-business students must use the [process established by CLAS](#).

Before completing this form, Tippie students should discuss using the second-grade-only option with their advisor and confirm they are eligible to use a second-grade-only option.

A request for a second-grade-only option cannot be processed unless the session in which the course is being repeated has begun. Students admitted to Tippie may use the second-grade-only option on any courses except those numbered over 3005 in ACCT, BAIS, BUS, ECON, FIN, MSCI, MGMT, MKTG, and ENTR.

Policies

- You may apply the option to up to three courses.
- The option may be used once per course and cannot be retracted from the record.
- A course taken at another institution may not be used under the option.

4. After reading and understanding the policies, fill out your name, student ID, email address, and the course for which you are requesting a Second-Grade-Only option. If you haven't already, please discuss this with your academic advisor before submitting the form.

Procedure

If you are using the second-grade-only option, you must register as usual for the course that is to be replaced. After the session has begun, then you should request the second-grade-only option. Once the second grade has been taken, records will be marked with "*" to show that your first grade has been replaced.

First name *	Last name *
<input type="text"/>	<input type="text"/>
UI email address *	University ID# *
<input type="text"/>	<input type="text"/>
Major *	
<input type="text" value="- Select -"/>	

Have you discussed the second-grade-only option with your advisor? *

Yes

No

Course Information

What course are you repeating? *

5. The Undergraduate Program Office receives the form, and the request will be logged on your student record within 2-3 days. If the second grade has already been earned, the second grade will replace the first grade as soon as the request is logged. If you are currently taking the course for a second time, the second grade will replace the first grade when grades post at the end of the semester.