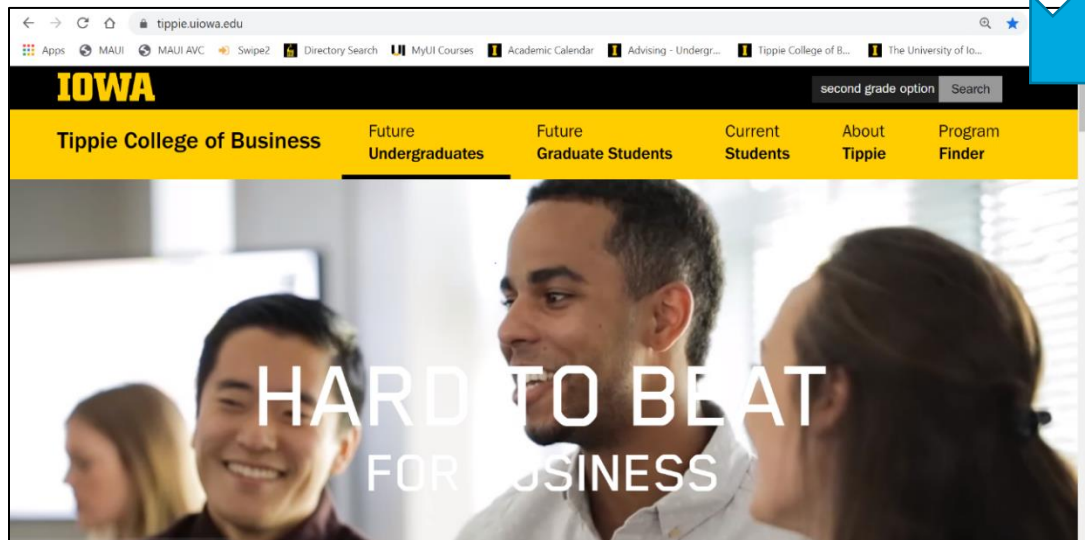


# Tippie Quick Guides

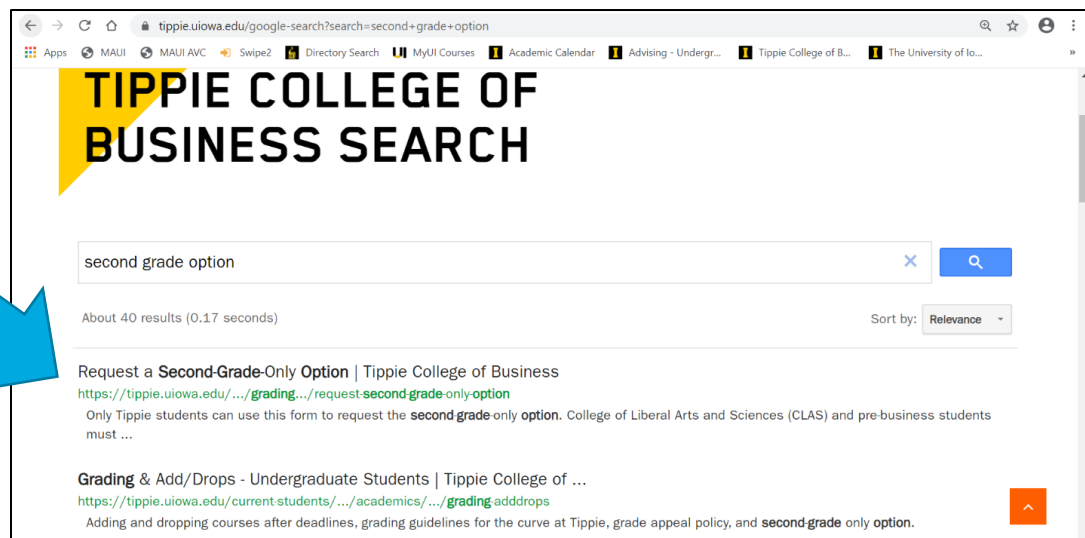
## How to request a Second-Grade-Only Option

*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.

The screenshot shows a web browser window with the URL [tippie.uiowa.edu/current-students/undergraduates/academics/advising/grading-adddrop/request-second-grade-only-option](http://tippie.uiowa.edu/current-students/undergraduates/academics/advising/grading-adddrop/request-second-grade-only-option). The page features a yellow header with the text "UNDERGRADUATE STUDENTS" and "REQUEST A SECOND-GRADE-ONLY OPTION". Below the header, there is a paragraph of text: "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](#)." Another paragraph states: "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 final paragraph explains: "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, BUS, ECON, FIN, MSCI, MGMT, MKTG, and ENTR." There is an orange arrow button in the bottom right corner.

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.

The screenshot shows the "Your Information" section of the form. It includes the following fields and options:

- First name \* (text input)
- Last name \* (text input)
- UI email address \* (text input)
- University ID \* (text input)
- Major \* (dropdown menu with "- Select -" selected)
- Have you discussed the second-grade-only option with your advisor? \* (radio buttons for Yes and No)

There is an orange arrow button in the bottom right corner.

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.

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