

UNM Grade Replacement Instructions

<http://registrar.unm.edu/REPLACE.php>

1. Sign in with your Net ID and password
2. Click on “Grade Replacement Form – Undergraduate”
3. Read the guidelines
4. Click on “Student Information & SUBMIT”
5. Fill in the form with the following information. See your Unofficial Transcript in LoboWeb to assist with course information.
 - a. Personal information
 - b. 3- or 4-letter code identifying the department of the course you are replacing (e.g., MATH, ENGL, BIOL, etc.)
 - c. The course number identifying which course you are replacing (e.g., if replacing MATH 121, enter “121”)
 - d. Course title, or actual name of the course you are replacing (e.g., MATH 121’s title is “College Algebra”)
 - e. Original semester the first time the course was taken (e.g., Fall)
 - f. Original year the first time the course was taken
 - g. Original grade earned the first time the course was taken
 - h. More recent semester the course was taken (the second time)
 - i. More recent year the course was taken
 - j. More recent, higher grade
6. Click the box to verify the information you entered is all correct
7. Click the button marked “Sign Document” and write your name
8. Finally, click the button marked “Submit”