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:

![Tippie website search for Second-Grade-Only Option](image)

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

![Tippie website search result](image)

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.

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.

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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