

Log into the Grade Replacement System

1. Open a web browser.
 - It is recommended that you use one of the following web browsers: Google Chrome, Mozilla FireFox, Microsoft Edge
2. Enter the MyCharlotte URL: <https://my.charlotte.edu> Log in to **My.Charlotte** using your **NinerNET** credentials
3. Select the **Faculty** tab in the top right corner
4. Select **Faculty & Advisor Self Service**
5. On the Faculty & Advisor Self Service landing page, click the link **Grade Replacement**

Faculty & Advisor Self Service



Hello [redacted],

This is the landing page for Faculty and Advisors. You can navigate to the below pages depending on your role at the University.

Trouble finding what you need? Use the four-square menu in the upper-left corner to access all Self-Service options.

Faculty Information

- [Class List](#)
- [Faculty Course Assignments](#)
- [Faculty Detail Schedule](#)
- [Faculty Week at a Glance](#)
- [Grading - Midterm / Final](#)
- Grading - Grade or LDA Change
 - [Grade or LDA Change Request](#)
 - [Grade Change Approval/Denial](#)
- [Student Registration Overrides](#)

Advisor Information

- [Student Search](#)
- [Grade Replacement](#)
- [Schedule Planner Advisor Mode](#)
- [Student Registration History](#)

Navigating the Advisor Dashboard

The screenshot shows the top navigation bar with the UNC Charlotte logo and the title "Grade Replacement". A "Log Out" button with an external link icon is in the top right. Below the header, there is a search form with the label "UNC Charlotte ID:" followed by a text input field (callout 1) and a "SEARCH" button (callout 2). A note below the form states: "NOTE: Please enter a valid student Banner ID to view their course data." At the bottom of the form area is a "HOME" button (callout 3). A callout 4 points to the "Log Out" button in the top right corner.

Dashboard Overview

1. UNC Charlotte ID Field: Search bar to enter Student ID .
2. Search Button: Loads student's grade replacement data.
3. Log Out Button: Ends session securely.
4. Home Button: Returns the user to a blank homepage.

Student Search

From the advisor dashboard,

1. Enter the student's UNC Charlotte ID (#80) in the UNC Charlotte ID field
2. **Search** to load the student's grade replacement data

UNC Charlotte ID:

SEARCH

NOTE: Please enter a valid student Banner ID to view their course data.

HOME

3. Review the student information to confirm you're viewing the correct record.

UNC Charlotte ID:

800049049

SEARCH

NOTE: Please enter a valid student Banner ID to view their course data.

Student Information	
Name:	Norman Niner
Banner ID:	
Email Address:	normniner-test@uncc.edu

	Allowed	Used	Remaining
Grade Replacements:	2	2	0
Credit Hours:	8	6	2

4. Review the grade replacement summary for the selected student. You can use this to confirm eligibility at a glance and to advise students on remaining options.
 - a. Students are allowed to replace the grade in up to **two courses** (up to 8 credit hours) taken during their undergraduate studies at Charlotte.
 - i. **Grade Replacements:** Two courses allowed
 1. The Allowed column indicates the two allowed grade replacements.
 2. The Used column indicates the number of courses used for grade replacement.
 3. The Remaining column indicates the number of remaining courses that can be used for grade replacement.
 - ii. **Credit Hours:** Eight credit hours allowed
 1. The Allowed column indicates the eight credit hours allowed grade replacements.
 2. The Used column indicates the number of credit hours used for grade replacement.
 3. The Remaining column indicates the number of remaining credit hours that can be used for grade replacement.

- b. **NOTE:** If a lecture + co-requisite lab are replaced in the same term, it counts as one grade replacement; hours used reflect the combined credits.

UNC Charlotte ID:

800049049

SEARCH

NOTE: Please enter a valid student Banner ID to view their course data.

Student Information	
Name:	Norman Niner
Banner ID:	
Email Address:	normniner-test@uncc.edu

	Allowed	Used	Remaining
Grade Replacements:	2	2	0
Credit Hours:	8	6	2

5. Review the Grade Replacement transactions for the specific student. You will be able to view each grade replacement for the selected student and its status.
- Status Date:** Date of the grade replacement status
 - Submitted Date:** Date and time of the transaction
 - Count:** Does the Grade Replacement count in the allowed amount
 - Previous Course:** Grade Replacement course that is currently in the student's academic history and is being repeated.
 - Current Course:** Course the student is registered for to replace the grade of the previous course.

STATUS: Pending Processing

Status Date:	10/02/2025
Submitted Date:	10/07/2025 08:14
Count:	Yes

Previous Course	
Course:	MEGR 2144-004
Title:	Intro to Solid Mechanics
Term:	Spring 2025
Part of Term:	Full Term
Credit Hours:	3
Grade:	F

Current Course	
Course:	MEGR 2144-003
Title:	Intro to Solid Mechanics
Term:	Fall 2025
Part of Term:	Full Term
Credit Hours:	3
Grade:	

Grade Replacement Status Definitions:

Status	Definition
Eligible for Grade Replacement	The course is eligible for Grade Replacement but has not been selected.
Processed	Grade Replacement has been applied to this past course.
Pending Processing	The course has been selected for Grade Replacement. Grade Replacement will be applied to this course at the end of the term after final grade is received.
Topics Course - Pending Review	You have requested to use Grade Replacement on a Topics Course. This selection is pending administrative review to ensure that both tackings were the same course content.
Cancelled	You opted out of this Grade replacement selection, or it was administratively cancelled on your behalf.
Replacement Denied	Your Grade Replacement selection was administratively denied.
Topics Course - Review Denied	Your request to use Grade Replacement on a Topics Course was administratively denied. This is likely due to the fact that the two courses differed substantively in content.
Course Withdrawn	You have withdrawn from this course. Grade Replacement could not be applied due to your withdrawal. One of your two Grade Replacements was used on this course. Note: If you need to withdraw from a course which has been selected for Grade Replacement, be sure to opt out of (cancel) your pending Grade Replacement selection before your withdrawal from the course. That way you will preserve that Grade Replacement for future use.
Old Policy - Display Only	The Grade Replacement occurred under a past Grade Replacement policy.

Activity Feed (Pending • Canceled • Processed)

Example Student Activity Feed

Grade Replacement

UNC Charlotte ID:

SEARCH

NOTE: Please enter a valid student Banner ID to view their course data.

Student Information

Name:

Banner ID:

Email

Address:

Allowed

Used

Remaining

Grade
Replacements:

2

2

0

Credit Hours:

8

7

1

STATUS: Cancelled

Status Date: 10/24/2022

Submitted Date: 09/01/2022 05:38

Count: Yes

Previous Course

Course: MATH 1103-700

Title: Precalc Math Science & Engr

Term: Spring 2022

Part of Term: Full Term

Credit Hours: 3

Grade: D

Current Course

Course: MATH 1103-003

Title: Precalc Math Science & Engr

Term: Fall 2022

Part of Term: Full Term

Credit Hours: 3

Grade: W

STATUS: Processed

STATUS: Pending Processing

Deadline: 10/02/2025

Previous Course		Current Course	
Course:	SOCY 2115-001	Course:	SOCY 2115-080
Title:	Introduction to Organizations	Title:	Introduction to Organizations
Term:	Spring 2025	Term:	Fall 2025
Part of Term:	Full Term	Part of Term:	Full Term
Credit Hours:	3	Credit Hours:	3
Grade:	F	Grade:	

STATUS: Processed

Deadline: 03/17/2025

Previous Course		Current Course	
Course:	IDST 3100-003	Course:	IDST 3100-002
Title:	Interdisciplinary Methods	Title:	Interdisciplinary Methods
Term:	Fall 2024	Term:	Spring 2025
Part of Term:	Full Term	Part of Term:	Full Term
Credit Hours:	3	Credit Hours:	3
Grade:	QF	Grade:	D

HOME
