

## **Graduate Grade Replacement Policy**

Graduate students may retake and replace grades for graduate courses under limited circumstances. Grade replacement will adjust the cumulative grade point average. A notation will indicate the original course that is being replaced. The original grade will remain on the student's transcript; however, the higher grade will be used in the calculation of a student's grade point average and earned credit hours. Grade replacement is subject to approval by the Dean of the Graduate School.

Grade replacement is not automatically applied; an electronic grade replacement request form must be submitted no later than the grade replacement deadline for that term. The Graduate School will identify courses eligible for grade replacement in consultation with programs/departments and submit those to the Office of the Registrar for processing at the end of each term.

Grade replacement is limited to a total of three credits for students enrolled in a graduate certificate program, six credits for students enrolled in a master's program, and nine credits for a student enrolled in doctoral program; in the case of concurrent enrollment, the higher credit limit will apply.

The grade replacement policy only applies to didactic coursework. Special topics, independent study, seminar, thesis, and dissertation hours are ineligible for grade replacement.

Only grades of C, D, or, F are eligible for grade replacement. A specific course may be repeated only once for consideration of grade replacement; the most recent A or B will replace a previous grade of C, D or F in that course.

Courses taken pass/fail for grade replacement can only replace a grade of fail; they cannot replace a grade for which grade points were awarded (i.e., a D grade) in a course not taken pass/fail.

Once a grade replacement has been approved, the process cannot be reversed or changed.

No grade may be replaced after a graduate certificate or graduate degree has been awarded.

A course in which an academic integrity violation has been officially reported may not be repeated for grade replacement.

Approved by the Graduate Council 5-6-2021