

# 3341-3-67 Graduate College Grade Replacement-Graduate.

|  |  |
| --- | --- |
| Applicability | All University units |
| Responsible Unit | Office of the Provost |
| Policy Administrator | Graduate College |

1. Policy Statement and Purpose

This policy describes the criteria for grade replacement for graduate students.

1. Policy
   1. All graduate courses taken at the university count toward a student’s cumulative grade point average, including course retakes with the following exception:
      1. For one course retaken at the university, the credit hours and quality points for the original registration will not be used in computing the student's cumulative grade point average. For this course, the credit hours and quality points for the retake registration will be used in computing the student's cumulative grade point average.
   2. A student must complete the “Graduate College Grade Replacement Request” form for a grade replacement to be approved.
   3. No grade is removed or erased from a transcript by retaking a course.
   4. Any punitive grade as a result of an Academic Honesty case may not have the retake policy applied to it. Students may retake these courses to meet degree requirements, but both grades will be used

# 3341-3-67 2

in the calculation of the cumulative grade point average. In cases where the punitive grade is "U," students may retake these courses and it will have no effect on the cumulative grade point average.

* 1. Transfer credit is not eligible for grade replacement.
  2. Graduate students in graduate programs are permitted to request a grade replacement for one graduate course taken as an undergraduate student for graduate credit, or one graduate course taken for shared credit as part of an accelerated program. Any approved grade replacement will affect the graduate transcript version of the course, with no effect on the undergraduate transcript version of the course. The undergraduate transcript grades cannot be changed after conferral of the undergraduate degree.

Registered Date: February 11, 2017