

**3341-3-67 Graduate College Grade Replacement**

Applicability	All University units
Responsible Office	Office of the Provost
Responsible Administrator	Dean of Graduate College

(A) Policy Statement and Purpose

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

(B) 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:
  - (a) For a maximum of 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. 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) A course in which a final grade was assigned through an academic honesty case may not have the retake policy applied to it.
- (5) External transfer credit is not eligible for grade replacement.
- (6) For graduate students requesting a grade replacement for a graduate course that was completed during the undergraduate program and that was applied to the undergraduate degree, an approved grade replacement will affect the graduate transcript only. There is no effect on the undergraduate transcript.
- (7) Once a degree has been conferred, grade replacement will not affect the GPA of the previously conferred degree. Grades cannot be changed after the conferral of a

degree.

Registered Date: February 11, 2017.

Amended Date: April 21, 2023; February 27, 2025