

# Graduate Course Repeat Policy

The Graduate School

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## POLICY

At VSU, no grade below a "C" is credited toward a graduate degree. Under the Graduate Course Repeat Policy, graduate students may repeat a course for grade replacement in a maximum of two courses with posted letter grades of "C," "D," or "F" for grade replacement only once. When a graduate course is taken at VSU and repeated at VSU with a higher grade, the highest grade received will be counted in the institutional GPA calculations. If a student repeats a course at VSU but receives a lower grade, the higher grade from a previous attempt will be used in the calculation of the institutional GPA. The courses must be taken and repeated at VSU.

## POLICY LIMITATIONS

1. Grade replacement does not apply when:
  - a. the grade received is in a seminar, internship, or study abroad course.
  - b. the grade in the course is the result of either a formal or informal resolution for academic misconduct.
  - c. the repeated course is a different course prefix, number, and title as the original course.
  - d. the student has graduated.
2. The two-course repeat limit applies during the entirety of the student's degree program. Should a graduate student be admitted to a different degree program at a later date, the course repeat policy can apply again during that program.
3. This policy cannot be used to extend any other program deadlines.

## PROCESS FOR SEEKING GRADE REPLACEMENT

Students should seek advisor, program coordinator, and/or academic program guidance regarding:

- x determination whether there are additional restrictions on repeating a course. Some programs have more stringent requirements that override this policy.
- x the next time the course is offered. Not all graduate-level courses are offered each term. If the course is not offered again in a future term, grade replacement will not be an option.
- x approval for the course or courses to be repeated. Grade replacement requires the approval of the respective graduate program coordinator and department head.

The application for grade replacement must be filed with the Registrar's Office no later than the designated official midterm date on the Academic Calendar of the semester the course is being repeated.

## AFTER THE GRADE REPLACEMENT HAS POSTED

Once a

