



# Graduate Course Repeat Policy

The Graduate School

ADDRESS 1500 N. Patterson St. • Valdosta, GA 31698

PHONE 229.333.5694 • WEB [www.valdosta.edu/academics/graduate-school/](http://www.valdosta.edu/academics/graduate-school/)

## 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” if approved by the student’s advisor or program coordinator. A course can be repeated 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:

- determination whether there are additional restrictions on repeating a course. Some programs have more stringent requirements that override this policy.
- 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.
- 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 replacement grade is posted, the student cannot remove the exclusion or change it to another course at a later date. The original grade and the repeated grade will all appear on the student’s official transcript. Once a replacement grade is applied to a course, the credit hours attempted and earned on the original course will be removed from the calculation of the institutional grade point average. The institutional GPA will be used for all purposes except for those mandated by financial aid regulations and other state and federal requirements e.g. attempted hours for financial aid. The VSU transcript will reflect both the Institutional GPA (with the adjusted GPA from grade replacement) and the Overall GPA (all course attempts). The excluded grade from the repeated course and related hours will continue to be counted in calculations of satisfactory academic progress for financial aid eligibility and for tuition. When a grade replacement is posted for a grade higher than a “C”, the deficiency points related to the original grade will be removed.

## EFFECTIVE DATE

Effective date: Fall 2024. Beginning with the effective date of the policy, graduate students may repeat courses taken since they began their graduate degree program.

## APPROVAL

Approved by Faculty Senate: February 15, 2024

Approved by University President: March 19, 2024



# Application to Repeat a Graduate Course

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Date

The graduate program coordinator or advisor must complete this form, and the application must be filed with the Graduate School no later than the designated official midterm date of the semester the graduate course is being repeated.

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_

COURSE PREFIX	COURSE NO.	SECTION	CREDIT HOURS	TERM AND YEAR	COURSE TAKEN
<b>TO REPLACE</b>					
COURSE PREFIX	COURSE NO.	SECTION	CREDIT HOURS	TERM AND YEAR	COURSE TAKEN

By submitting this form, I confirm that I have advised the above named student on the Graduate Course Repeat Policy and, if necessary, advised them to confer with the Office of Financial Aid.

GRADUATE PROGRAM COORDINATOR	DATE
DEPARTMENT HEAD	DATE
ASSOCIATE PROVOST FOR GRADUATE STUDIES AND RESEARCH	DATE

The Graduate School will submit the fully signed form to the Registrar's Office after the course grade has posted

REGISTRAR'S OFFICE USE ONLY:

DATE PROCESSED \_\_\_\_\_ BY \_\_\_\_\_