

AUM Graduate Student Repeat-to-Replace Request Form

Graduate students are required to maintain a grade point average of 3.0 (on a 4.0 scale) on all graduate work taken in their program. No grade of D or below will be accepted for graduate credit. Any required course carrying graduate credit in which a grade of D or below is earned must be repeated or substituted with a course of similar content for a student to receive credit. Repeated and substitute courses will be managed as follows:

- a. Grade replacement policy: When a course is repeated, and a grade higher than the original grade is earned, a student may request to have only the higher grade used in the calculation of the GPA. That is to say, a grade signals a level of mastery. The highest level of mastery achieved by the student will be used to calculate the GPA. The first attempt and later attempts will remain recorded on the transcript. A substitute course cannot be used to replace a grade earned in a different course. Grades of F earned for academic violations cannot be replaced. The replacement of grades is only available to regularly admitted graduate students and is not available to former students or recent graduates.
- b. Additional course limitation policy. A student may take no more than three additional courses beyond the required course of study in their specific graduate program to acquire a 3.0 GPA. Whether a previous course is repeated or a different course with similar content (substitute) is taken, the student is limited to only three attempts in the degree plan.

Repeated courses for which grade replacement has been invoked will have the following notations on the transcript:

- The letter E, which is defined in the transcript legend, will appear in the repeat column on the transcript next to the original course grade indicating that the Repeat-to-Replace Policy has been invoked for this course.
- An explanation of “Course Excluded from Earned Hours and GPA” will appear on the back of the transcript in the transcript legend.

Student Name: _____ **College:** _____

Student ID #: _____ **Graduate Program:** _____

Replace the following course in the calculation of the GPA and GPA hours:

Original Course: _____ CRN _____ Term taken: _____ Grade _____

New Course: _____ CRN _____ Term taken: _____ Grade _____

Number of previous repeats for this degree plan: _____

Student's signature:

Advisor's signature:

Dean's signature: