

GRADUATE COURSE REPEAT POLICY

Approved by the EAC on May 5, 2015 and effective starting the 2014-2015 academic year

If a matriculated graduate student fails a course or receives a grade below the minimum requirement of the program, the student may choose to apply for grade replacement. Permission for a replacement course must be approved by the dean or executive director of the student's school. When a student repeats the same course (which can only be repeated at Manhattan College), the higher of the two grades is used in calculating the student's GPA. The lower grade will remain on the student's record but will not be used in the calculation of the cumulative GPA. If the course is repeated three or more times, the second and subsequent grades are factored into the cumulative GPA. No additional credits are earned.

Explanation:

- Graduate grade replacement is not automatic and must be approved by the graduate program director and the dean/executive director of the student's school.
- It is expected that this policy will apply primarily to failing grades, although this policy may be used for programs that have higher grade requirements to progress.
- The lower grade will stay on the transcript with an annotation that the course was repeated.
- For a repeated course with a first grade other than F: the credits for the course will count only once; the higher (as opposed to the most recent) grade will count in the GPA.

Conditions

The policy applies to

1. all graduate-level courses.
2. only the first time a course is repeated.
3. no more than 6 credits of the student's academic record.
4. only those courses where the grade was not lowered because of violations of the Academic Integrity policy.
5. every currently enrolled degree seeking graduate student at Manhattan College.



Graduate Petition Form
Repeat/Grade Replacement

Student Information

Student's Name Last First MI
Student ID Email Major

Course to be Replaced

Dept Course # Section Credits Grade
Term taken: Course Title
Dept Course # Section Credits Grade
Term taken: Course Title

Course Used for Grade Replacement

Dept Course # Section Credits Grade
Term taken: Course Title
Dept Course # Section Credits Grade
Term taken: Course Title

My written signature below denotes that I have read, understand, and agree to the terms and conditions of the Graduate Repeat/Grade Replacement Policy. I understand that approval of this request is based on meeting the policy requirements for Graduate Repeat/Grade Replacement. Students are responsible for confirming that this request has been received by the Registrar's Office.

Student Signature Date

Approval table with checkboxes for Approved/Denied and signature lines for Graduate Program Director, Dean's Office, and Registrar's Office.