

GRADUATE COURSE REPEAT/ GRADE REPLACEMENT REQUEST

Within any graduate program, a single graduate level course may be repeated one (1) time with the new grade earned replacing the older grade for the purpose of the GPA calculation. However, all grades earned in all courses will be listed on the student’s transcript. After one (1) course is repeated and the original grade replaced by the newly repeated course grade earned, all future grades earned in repeated courses will be averaged for the purposes of GPA calculations. Only the grades of C, D, F, FN, and FA are eligible to be repeated. To initiate a grade replacement, the student must complete and submit this form. Eligible students are strongly encouraged to speak with their graduate coordinators or department chairs prior to repeating courses. **Please note: Some graduate programs may have policies that disallow grade replacement.** Please consult the Graduate Bulletin, graduate program coordinator, and/or department chair for clarity. This regulation is not applicable to degrees already conferred.

This form should be completed and signed by the student and graduate coordinator or department chair, then scanned and emailed to gradstudies@apsu.edu for final approval from the Dean of the College of Graduate Studies. Once approved, Graduate Studies will forward the document to the Registrar’s Office for processing.

Student Information			
Name		Banner ID	
APSU Email		Program of Study	

Course Information						
Initial Course Title	Prefix	Course Number	Credit Hours	Semester	Year	Grade
Replacement Course Title	Prefix	Course Number	Credit Hours	Semester	Year	Grade

Once this regulation is applied, the grade earned in the initial course will be excluded from the GPA calculation and the grade earned in the replacement/repeated course will be included in the GPA calculation.

Signature of Student

Date

Signature of Graduate Coordinator or Dept. Chair

Date

Signature Dean of the College of Graduate Studies

Date