



ST. CLOUD STATE UNIVERSITY UNIVERSITY ACADEMIC POLICIES

POLICY NAME: Repeating a Course for Improvement of Grade for Graduate Students

EFFECTIVE DATE: July 1, 2013

LAST REVIEW:

NEXT REVIEW:

POLICY OWNER: Associate Provost and Dean of Graduate Studies

PROCEDURE CONTACT: School of Graduate Studies

POLICY/PROCEDURE:

Graduate students may not repeat a course for graduate credit without the written permission of their advisor and the approval of the dean of the School of Graduate Studies. Students may only repeat courses to improve their grade if the original grade was a C-, D, F, FN, or U. The original grade and the grade from the repetition will both appear on the student's transcript. No course grades will be removed from the official transcript.

- If a course is repeated, both marks are used in determining the total grade point average.
- The resulting grade from the first repetition of the course is averaged with the original grade in the computation of grade point average.
- The original grade will appear on the student's transcript with a mark of R indicating that the course was repeated.
- Graduate students should note that a "U" is figured in the grade point average as an "F". The repetition of a course in which a U was earned will also be marked with an R on the transcript.
- Courses in which the mark of "S" is given are not included in the computation of the grade point average.
- If the first repetition of the course results in a grade of C-, D, F, FN, or, U, the student may not repeat the course again without obtaining special permission from both the advisor and the dean of the School of Graduate Studies.