

Repeat to Replace Policy for Graduate Students
Approved by the University Senate
February 11, 2021

Under the conditions outlined below, graduate-level students who have retaken courses and earned a higher grade may request to have the first grade excluded from their institutional GPA. If the request is approved, the Office of the Registrar will make appropriate notations next to the original course on the student's official transcript. Grades for all attempts at the course will appear on the student's official transcript regardless of whether or not the grade has been excluded from the student's GPA. A copy of the request and approval will become part of the student's permanent record file. The attempt to repeat must be within the prescribed time limit for which courses count toward the degree. Students who have repeated courses prior to the course expiration timeframe will not be allowed to delete earlier attempts from their GPA calculation. Repeat to replace requires approval from the student's graduate program and the Office of the Registrar. Academic programs may prohibit students from using the repeat to replace policy.

A graduate student may request to have a grade excluded from GPA computation under the following conditions:

- The grade received in the course a student wants to replace is lower than a B. Grades of A, A-, B+, and B cannot be repeated for replacement.
- Before requesting to apply the repeat-to-replace policy, a student must have retaken the same course in the same department at Georgia State and earned a higher grade in the course retaken.
- No more than a total of **two** course grades (from two different courses) may be replaced and excluded from the student's graduate GPA (i.e., maximum of two repeat to replace opportunities across all graduate coursework)
- A student may request repeat-to-replace for a course repeated during the intended semester of graduation. Requests must be submitted **before** the end of the second week of classes.
- Once a request has been approved the request cannot be revoked or reversed.
- Only one attempt to repeat the course is permitted.
- Only grades that are part of a student's institutional GPA may be replaced. For example, *Ws*, *Ss*, and *Us* cannot be replaced.
- This policy does not apply if the original grade was assigned as a result of a violation of the Academic Honesty policy. (The University maintains internal records of violations of the Academic Honesty policy. In addition, in some cases, violations of the Academic Honesty policy are noted on the transcript. Whether the violation is recorded internally or on the transcript, a student may not replace a grade that was awarded as a result of a violation of the Academic Honesty policy.)
- The Repeat-to-Replace does not apply to students enrolled in the College of Law or to non-degree seeking students, with the exception of students enrolled in certificate programs.