



Graduate Course Repeat | Grade Replacement Request

Students: 1) Complete the section below and meet with your Academic Program Coordinator/Advisor to receive approval for the course you would like to repeat. 2) TURN FORM OVER, READ POLICY, PRINT, SIGN & DATE.

STUDENT INFORMATION

Form fields for student information: EMPLID, FIRST NAME, LAST NAME, PHONE, Preferred EMAIL, PLAN (Program), SUB-PLAN (Concentration/Sequence/Specialization/Track)

REPEAT COURSE REQUEST

I request permission to repeat the course listed below in order to earn a better grade. I understand that the original grade will remain on my permanent academic record (official transcript), but only the grade earned in the second attempt will be included in the cumulative GPA calculation.

Table with 5 columns: TERM, COURSE, CREDIT, GRADE EARNED, Course Name

Program Coordinators/Advisors/Department Chairs: Indicate the approved course information using the space below. Then select the applicable boxes below and indicate your approval by signing below.

Table with 4 columns: TERM, COURSE, CREDIT, Course Name

- Course not previously repeated under the Grade Placement Policy for current Academic Plan.
Grade earned in original enrollment of course was (B-, C+, C, F, WN, WU, or FIN).
Credit, Title, and Grading Basis of the repeat course request are the same.

Remarks:

- Student does not have any officially reported academic integrity infractions on academic record related to requested course.

Program Coordinator/Advisor/Department Chair Signature (Graduate) Date

For Graduate Studies Office Use Only

- Grade Earned
Notice of Repeat sent to Registrar (Academic Records)

Director (or) Deputy Director Signature (Graduate Studies) Date





## POLICY

### Grade Replacement *(effective FALL 2017)*

***In Short:*** Manner in which a graduate student may repeat a course where the new grade replaces the original grade in the cumulative average (GPA).

Graduate Students may repeat only one (1) course (limited to graduate-level courses) for grade replacement within any one graduate program. The last grade received replaces the previous grade in the cumulative GPA, and credit will only be awarded once. Students will not be permitted to repeat courses in which they have previously received a grade of (B) or better. Courses in which a grade of (B-, C+, C, F, WN, WU, or FIN ) is earned may only be repeated with both departmental and Office of Graduate Studies approval.

Policy may not be used to replace grades in practicum, internship, thesis courses or any grade resulting from a violation of CUNY's policy on academic integrity. In all cases, the original grade remains on the transcript, along with an indication that the course grade is not included in the computation of the GPA.

With my signature below, I affirm that I have read and understand the Lehman College policy [Grade Replacement](#).

Signature \_\_\_\_\_

Date \_\_\_\_\_

*You may leave this field blank if submitting electronically via @lc.cuny.edu*

Printed Name \_\_\_\_\_

Submit completed form electronically to [graduate.studies@lehman.cuny.edu](mailto:graduate.studies@lehman.cuny.edu) (or) return completed form to our [Office Inbox](#) located in Shuster Hall, Room 279.