



Date: April 23, 2025

To: Andre Avramchuk, Chair Academic Senate

From: Shikha Upadhyaya, Educational Policy Committee Chair

Copies: M. Hawley; M. Garcia; K. Brown; M. Wallace; C. Harris; K. Fisher; S. Baker; R. Roquemore; C. Pugh

Subject: **EPC Memo 24-13: Proposed New Policy: Graduate Student Course Repeat and Repeat for Grade Replacement Policy – Chapter IV of the Faculty Handbook**

On April 8, 2025, the Educational Policy Committee (EPC) received a memo from the Graduate Studies Subcommittee (GSS) regarding **Graduate Grade Replacement Policy**.

The Student Policy Subcommittee (SPC) requested the Graduate Student Subcommittee (GSS) of EPC to consider a graduate student grade forgiveness policy [now referred to as graduate grade replacement policy]. SPC also requested that the AVP & Dean of Graduate Studies attend a time-certain to discuss graduate student grade replacement policies offered on other CSU campuses. Further consultation with the CSU Graduate Deans, revealed that 6 of the 23 campuses offer grade replacement for graduate students: Bakersfield, Chico, Northridge, San Bernardino, Sacramento and Sonoma. Of the 6 campuses with graduate grade replacement policies, five (5) allowed one course to be replaced and one allowed up to 6 units to be replaced.

Several other conditions were specified across campuses for graduate students to qualify for grade replacement including:

- the grade replacement(s) are needed to bring the GPA up to 3.00
- the student has advanced to candidacy
- the only course outstanding is the culminating experience course.
- The student must submit a completed Academic Petition for Graduate Students form, with signed approval of the appropriate Administrator (e.g., Department chair, College Graduate Dean, Dean of Graduate Studies, Graduate Program Director, AVP for Academic Affairs.)
- Although both grades will remain on the transcript, only the new grade will be used in computing the student's graduate GPA.

This proposed policy is developed to provide our graduate students with an opportunity to graduate if they can raise their GPA to 3.0 or above by repeating one course with grade replacement. Other CSU policies were referenced when developing the policy.

A draft of the policy was also sent to SPC and their recommendations were integrated in the proposed policy.

On April 16, 2025, the EPC discussed and approved the proposed policy.

GRADUATE STUDENT COURSE REPEAT AND REPEAT FOR GRADE REPLACEMENT POLICY

COURSE REPEAT POLICY, POST-BACCALAUREATE AND GRADUATE STUDENTS POST-BACCALAUREATE AND GRADUATE DEGREE PROGRAMS DETERMINE WHICH COURSES MAY REPEATED FOR CREDIT. THE MAXIMUM NUMBER OF ATTEMPTS ALLOWED FOR AN INDIVIDUAL COURSE IS DOCUMENTED IN THE CATALOG. IN PROGRAMS THAT ALLOW COURSE REPEATS, AND CONSISTENT WITH THE PROGRAM'S OWN INTERNAL POLICIES GOVERNING WHEN SUCH COURSE REPEATS MAY BE ALLOWED, POST-BACCALAUREATE AND GRADUATE STUDENTS MAY FILE, AT THE PROGRAM LEVEL, A PETITION TO REPEAT A COURSE ONLY IF THEY EARNED A GRADE LOWER THAN A B (B-, C+, C, C-, D+, D, D-, F, WU, NC). A PETITION TO REPEAT A COURSE MUST BE COMPLETED, SUBMITTED, AND APPROVED PRIOR TO ENROLLING IN THAT COURSE. WHEN A COURSE IS REPEATED, ALL GRADES COUNT TOWARD THE GPA CALCULATION. BOTH GRADES WILL REMAIN ON THE STUDENT'S PERMANENT RECORD. CERTAIN DEGREE PROGRAMS MAY HAVE MORE STRINGENT RESTRICTIONS ON COURSE REPEATS. STUDENTS MUST FOLLOW THE MORE STRINGENT REQUIREMENTS.

REPEATING FOR GRADE REPLACEMENT, POST-BACCALAUREATE AND GRADUATE STUDENTS

REPEATING FOR GRADE REPLACEMENT IS THE CIRCUMSTANCE IN WHICH THE NEW GRADE REPLACES THE FORMER GRADE IN THE CALCULATION OF THE GPA. APPROVAL OF COURSE REPEATS FOR GRADE REPLACEMENT MAY BE GRANTED AT THE DISCRETION OF THE PROGRAM AND ACCORDING TO THE FOLLOWING STIPULATIONS:

- GRADUATE STUDENTS MAY REPEAT AT MOST ONE COURSE TAKEN AS PART OF AN OFFICIAL POST-BACCALAUREATE OR GRADUATE PROGRAM, WITH PRIOR PERMISSION OF THE GRADUATE ADVISER.
- THE EARLIER ATTEMPT RESULTED IN A GRADE OF B- OR LOWER.
- IF A POST-BACCALAUREATE OR GRADUATE PROGRAM ALLOWS A COURSE TO BE TAKEN A SECOND TIME, THE GRADE FROM THE SECOND ATTEMPT WILL BE USED TO CALCULATE THE STUDENT'S GPA.
- REPEATED COURSES THAT WERE LETTER GRADED MAY NOT BE TAKEN FOR CREDIT/NO CREDIT (CR/NC).
- COURSES ORIGINALLY COMPLETED AT ANOTHER INSTITUTION MAY NOT BE CONSIDERED FOR GRADE REPLACEMENT.
- STUDENTS MAY NOT PETITION TO REPEAT A COURSE AT ANOTHER INSTITUTION WHEN THE COURSE WAS ORIGINALLY TAKEN AT CAL STATE LA.
- THE STUDENT'S GRADE IN THE ORIGINAL COURSE WAS NOT A RESULT OF ACADEMIC DISHONESTY OR STUDENT MISCONDUCT, DOCUMENTED THROUGH THE OFFICE OF STUDENT CONDUCT AS A VIOLATION OF THE CODE OF STUDENT RIGHTS AND RESPONSIBILITIES AND POLICY ON ACADEMIC HONESTY.

- IF A STUDENT IS GRANTED PERMISSION TO REPEAT A COURSE FOR THE SECOND TIME (I.E. 3RD TOTAL ATTEMPT), THE FIRST REPEAT (SECOND ATTEMPT) AND ALL ADDITIONAL ATTEMPTS SHALL BE AVERAGED WHEN CALCULATING THE STUDENT'S OVERALL GRADE-POINT AVERAGE.