

Course Retake / Course Substitution Policy

Students in Good Academic Standing

Students who are in good academic standing may retake up to 8 semester hours of coursework in order to earn a better grade. A course may only be retaken once.

In all cases, the most recent grade earned in a course is the one used in calculating the overall GPA; however, previous grades remain on the transcript with a note that the grade is "excluded." This means that the course is excluded from the GPA and earned credit calculation. Students must obtain approval from their department and the Graduate School of Engineering prior to retaking a nonrepeatable course. Students are required to pay normal tuition charges for all retaken coursework.

Students on Academic Probation

The Graduate School of Engineering allows students to retake (or substitute) a total of up to 8 semester hours of coursework beyond stated minimum degree requirements in order to attain the required cumulative 3.000 GPA for good academic standing.

Course Retake

When the appropriate course is available, courses may be retaken once in order to earn a better grade. In all cases, the most recent grade earned in a course is the one used in calculating the overall GPA; however, previous grades remain on the transcript with a note that the grade is "excluded." This means that the course is excluded from the GPA and earned credit calculation. Students must obtain approval from their academic advisor and the Graduate School of Engineering prior to retaking a course. Students are required to pay normal tuition charges for all retaken coursework.

Within the above limitations for extra or retaken courses, a student must retake any required core course in which they earn a grade below C. Individual programs may have additional requirements.

Course Substitution

In cases where retaking a course is not possible, a student may petition to substitute one course for another they have already taken, as long as the course content is significantly similar and is not a core required course.

The student's department and graduate school in conjunction with the Office of the University Registrar must approve of the substitution. If approved, the grade in the new course taken will be included in the GPA calculation, and the first course taken will remain on the transcript with a note that the grade is "excluded" from the GPA and earned credit calculation. Students are required to pay normal tuition charges for all substituted coursework.

Course substitution is not an option for students in good academic standing.