



# Course Repeat and Petition for GPA Adjustment Option: Graduate Students

## Instructions

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Graduate students may repeat courses at Drexel University consistent with the Course Repeat Policy for Graduate Students. The University calculates a single, unified grade point average (GPA) for all courses taken at the University. All grades from original and repeated course enrollments are averaged into the cumulative GPA unless the Petition for GPA Adjustment for a repeated course is approved. Only the credits earned from the first time a course is completed with a passing grade will be included in a student's earned hours and passed hours.

Graduate students wishing to repeat a course should consult with their program manager/academic advisor, and the course instructor, as necessary. Students wishing to utilize the Petition for GPA Adjustment Option should complete the Petition for GPA Adjustment Form attached with their program manager/academic advisor and submit it to the Graduate College as soon as possible by the end of the second week of the term in which the recent course is registered.

## Graduate Guidelines for Course Repeat and Petition for GPA Adjustment Option

Graduate students who wish to repeat courses using the petition option may do so under the following conditions:

- The petition must be approved by the program manager/academic advisor.
- This policy applies only to courses taken at Drexel University.
- The earliest attempt resulting in a grade of "B-" or lower must have been taken during or after fall quarter of the 2018–2019 academic year.
- Students planning to repeat a course in which they received a grade above F should consult with Drexel Central as the repeated course may not be financial aid eligible.
- A student may not petition for a GPA adjustment for a course taken after degree conferral.
- A student must be enrolled in the second course attempt and petition for GPA adjustment by the end of the second week of that registration term.
- A student may petition for a GPA adjustment only once for a specific course.
- A student may not exceed two repeated courses using this petition option.
- Course withdrawals (W), incomplete grades (INC), and courses completed as Credit/No Credit (CR/NCR) are not eligible for petition for GPA adjustment.
- A student's grade in the original course may not be a result of academic misconduct as documented through the Office of Residential Living and Student Conduct.
- All occurrences of the course along with associated grades will remain on the student's academic record as well as on the official transcript.

*Please note that petitioning does not guarantee approval. Individual programs may have additional requirements.*



# Graduate Student Petition for GPA Adjustment for Repeated Courses

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\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
University ID

\_\_\_\_\_  
Email

## Previous Course Occurrence

List the prior course attempt in which you earned a grade of B- or lower below.

\_\_\_\_\_  
Academic Year/Term Taken (e.g., 201815)

\_\_\_\_\_  
Subject and Number (e.g., SOC 520)

\_\_\_\_\_  
Full Course Title

## Recent Course

List the more recent course attempt in which you are enrolled below.

\_\_\_\_\_  
Academic Year/Term Taken (e.g., 201815)

\_\_\_\_\_  
Subject and Number (e.g., SOC 520)

\_\_\_\_\_  
Full Course Title

Please Note: Repeat with forgiveness will be applied to the lowest grade earned only for coursework taken starting in the fall quarter of 2018–2019 and forward.

## Approval/Signatures

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Your signature below certifies that you have reviewed the criteria, conditions, and policy information on the back of this form and have completed or are currently enrolled in the course(s) listed above.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Manager/Academic Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate College Signature

\_\_\_\_\_  
Date

This form must be submitted to the Graduate College by the end of Week 2 of the term in which the recent course is registered.

\_\_\_\_\_  
Office of the University Registrar Signature

\_\_\_\_\_  
Date