MANHATTAN COLLEGE

Undergraduate Grade Replacement Policy
Revised 2018-2019 Academic Year

Grade Replacement Policy

The Manhattan College grade course replacement policy primarily applies to any student who has not met the minimum required grade for his/her program of study. Secondarily, a student who has earned a C or less in a course may be allowed to apply this policy to improve the course grade and cumulative GPA. When the student repeats the same course at Manhattan College the higher of the two grades is used in calculating the student's GPA. The lower grade will remain on the student's record but will not be used in the calculation of the cumulative GPA. No additional credits are earned. All grades earned will appear on the student's transcript. See requirements below:

Grade Replacement Conditions

- Eligible students wishing to apply the course replacement policy may do so at any time during his/her undergraduate enrollment, but petitions will not be honored after the degree is awarded.

- Ordinarily, this applies only to the first time a course is repeated.

- Applies to 100 or 200-level courses taken at Manhattan College. The dean of the student's school will approve or deny the application.

- A student may petition to apply the same policy for a 300 or 400-level course. The dean of the student's school will approve or deny the student's petition.

- Ordinarily it is expected that students repeat a course within a year after first taking it

- Applies to no more than 16 credits of the student's academic record.

- The grade of the original course will not be removed from the GPA calculation until after the new grade has been completed at the end of the term.

- Only the higher of the two grades is used in calculating the GPA.

- The lower grade remains on the student's transcript and will not be used in the calculation of the cumulative GPA. No additional credits are earned.

- All grades remain on the transcript.

- Grade replacement may not be used to replace a grade assigned as a result of academic dishonesty.

- Does not apply for courses which transfer credits have been awarded.

- Grades of "W" or "AUDIT" will not replace previous grades.

- G.I. Bill students and others receiving Veterans Administration benefits are advised that replacement of any grade other than an unsatisfactory grade must be reported to the V.A. and may result in the retroactive reduction of benefits for the semester for which the replaced grade was originally assigned. An unsatisfactory grade may be replaced without similar consequences. Notify the Office of Veterans Services when applying to use this option.

- Federal and/or state regulations may supersede portions of this policy. For example, students with financial aid are required to follow federal regulations regarding repeating courses. Please consult with the Office of Financial Aid to check how this policy may impact your eligibility for financial aid.

Note: In the future, if you apply for admission to other colleges, universities, graduate, and professional schools, or if your record is evaluated by a national testing agency such as AMCAS or LSDAS, both MC grades will likely be included in the calculation of your GPA.

MANHATTAN COLLEGE
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Undergraduate Petition Form
Repeat/Grade Replacement

Student Information

Student's Name: _____   _____ _____
　　　　　　　　　　　　　　Last　　　　　　　　　　　　　　First　　　　　　　　　　MI

Student ID: _____   Email:_____   Major:_____

Course to be Replaced
(First attempt with grade of C, C-, D+, D, or F)

Dept:_____   Course#:_____   Section:_____ Credits:_____   Grade:_____

Term taken:_____   Course Title:_____

Dept:_____   Course#:_____   Section:_____ Credits:_____   Grade:_____

Term taken:_____   Course Title:_____

Course Used for Grade Replacement
(Second attempt with grade of A, A-, B, B+, B-, C, or C+)

Dept:_____   Course#:_____   Section:_____ Credits:_____   Grade:_____

Term taken:_____   Course Title:_____

Dept:_____   Course#:_____   Section:_____ Credits:_____   Grade:_____

Term taken:_____   Course Title:_____

My written signature below denotes that I have read, understand, and agree to the terms and conditions of the Undergraduate Repeat/Grade Replacement Policy. I understand that approval of this request is based on meeting the policy requirements for Undergraduate Repeat/Grade Replacement. Students are responsible for confirming that this request has been received by the Registrar's Office.

Student Signature:_____   Date:_____

Student's Academic Advisor		
☐ Approved　　　☐ Denied	Processed by:_____	Date:_____
Dean's Office		
☐ Approved　　　☐ Denied	Processed by:_____	Date:_____
Registrar's Office		
☐ Approved　　　☐ Denied	Processed by:_____	Date:_____