

Request for Course Replacement [C5] Directions

As of FS2014, the Graduate School will allow students to petition for the replacement of two courses in the calculation of the campus GPA. A limit of 6 credit hours of coursework can be replaced. The standard model would be the replacement of two 3-credit hour courses. If one of the courses is for more than 3 credit hours, it must be paired with a second course for fewer than three credit hours, so that the total for the two courses is less than or equal to six credit hours.

Course replacement is not an entitlement. The C5 form submitted by the student must be approved by both the Graduate Program Director and the Dean of the Graduate School. Students who have a campus GPA of 3.0 or higher may not use course replacement simply to inflate their GPA. Students with a current GPA below 3.00 may use course replacement as a tool to meet the 3.00 minimum campus GPA required for graduation. Because of the link between eligibility and GPA, students should apply for course replacement in the semester prior to the semester in which they will take the replacement course. Otherwise, their GPA data will be out of date. The final deadline for filing a C5 form for each semester is the last day that a student may add a course.

Any course that has been used to meet a requirement for a previously awarded degree or certificate is not eligible for course replacement. Once a degree or certificate has been awarded, the grades in the included courses are frozen by the Registrar.

This policy may be used to repeat a specific course. This option is likely to be used for required core courses. In this case, the grade used to calculate the GPA will be the grade earned in the second attempt. The grade from the first attempt will remain on the transcript, but will be marked to indicate that it has not been included in the calculation of the campus GPA. Repeating a course may affect a student's financial aid package. It is the student's responsibility to check with Student Financial Aid before requesting to repeat a course.

Students may also specify a course that they wish to replace with a different course. This option can be used to replace one elective course with a different choice of elective, or to assist students who are changing degree programs. At the time of the request, the student must identify both the old course to be replaced and the new course to be taken in its place. The new course may not be worth fewer credit hours than the old course. The grade from the old course will remain on the transcript, but will be marked to indicate that it has not been included in the calculation of the campus GPA.

A course that has been designated for replacement and, therefore, for exclusion from the calculation of the campus GPA may not be used in a degree program either to meet a specific core requirement or as an elective toward the minimum number of credit hours for the degree. Once the C5 form has been submitted and approved by the Graduate School, it cannot be retracted or revoked to allow the original course to count as part of the degree program.

The two available course replacements do not have to be submitted simultaneously. For example, a student about to receive a degree may want/need to replace only one course. The student may retain the right to replace a second course as part of a subsequent degree or certificate program. However, the 2 course/6 credit hour limits apply to a student's entire graduate career at UMSL without regard to the number of different degree or certificate programs in which the student has taken courses. Switching degree programs has no effect on the 2 course/6 credit hour limits.

After Parts A and B of the C5 form have been completed and approved, the form will be held in the Graduate Dean's office until the end of the semester. Once we have confirmed that the course was completed and a grade has been assigned, the form will be sent to the Registrar for processing. If the student fails to complete the course with no grade or a grade of EX or DL, then the request will be discarded and will not count against the limit of two course replacements. The student will need to reapply for the Course Replacement in a future semester.

Request for Course Replacement [C5]

To request a course replacement, complete this form, enroll in the replacement course and submit the form to your Graduate Program Director. The Graduate School will complete the Final Grade Report for the replacement coursework, after final grades have been submitted. **The deadline for this form to be submitted is the last day to add a course in a semester.**

A course that has been designated for replacement and, therefore, for exclusion from the calculation of the campus GPA may not be used in a degree program either to meet a specific core requirement or as an elective toward the minimum number of credit hours for the degree. **Once the C5 form has been submitted and approved by the Graduate School, it cannot be retracted or revoked to allow the original course to count as part of the degree program.**

Students with a campus GPA below 3.00 may request a grade replacement for a maximum of 2 courses – which together may not exceed 6 credit hours. It is not necessary to request both course replacements at the same time. Only grades of B- or below are eligible for replacement. Please keep a copy of this form for your records.

Student Information

 Student Name

 Student Number

 Current GPA

 Degree or Certificate Program

 Have you previously requested a replacement course? Yes No

Course Replacement Information

Course Replacement #1

Previously completed course information

Dept.	Course #	Title	Hours	Semester Completed	Grade Assigned

Will be replaced with

Dept.	Course #	Title	Hours	Semester Enrolled	Final Grade Report

Course Replacement #2

Previously completed course information

Dept.	Course #	Title	Hours	Semester Completed	Grade Assigned

Will be replaced with

Dept.	Course #	Title	Hours	Semester Enrolled	Final Grade Report

 Student Signature and Date

 Graduate Program Director Signature and Date

After GPD signs, the form can be submitted electronically to the Grad School - GradSchoolForms@umsl.edu

Processed in Registration by _____ on _____

 Graduate School Signature and Date