Kutztown University Policy ACA-038

Graduate Course Repeats, Grades, GPA, and Dismissal

A. Purpose

The purpose of this policy is to define the rules for repeating graduate courses, graduate grades, good academic standing, and GPA; and to state the procedures for dismissing graduate students for poor academic performance.

B. Scope

This policy applies to all graduate students.

C. Key words and phrases:

GPA – stands for grade point average; formerly QPA for quality point average.

D. Policy & Procedure(s)

REPEATING GRADUATE COURSES, GRADUATE GPA, AND GRADES

1. **Repeating Courses and the "C" Grade Requirement:** A graduate student can repeat a single course for grade improvement only once. Graduate students will be limited to a maximum of two repeats across the program. The most recent grade (regardless of whether it is higher or lower) will be the grade used for the GPA calculation. A grade of "C" or better is required for all courses counted toward a graduate degree at Kutztown University. The grade of "F" received in required graduate courses must be repeated.

2. **GPA Candidacy/Graduation Requirement:** A 3.00 GPA is required for candidacy and graduation for all graduate degrees awarded by Kutztown University. This policy also applies to those students enrolled for dual graduate degrees.

3. **Grading and GPA Regulations:** A registered graduate student may not receive the grade of "D" in either a 400-level or a 500-level course.

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ACADEMIC DISMISSAL

1. **First Notice:** Upon receipt of the first grade in a graduate course below "B," the graduate student shall receive a "letter of academic warning" from the Dean of Graduate Studies with copies forwarded to the student's graduate advisor(s) and/or departmental chair(s).

2. **Second Notice:** Upon receipt of the second grade below "B," the graduate student shall receive a "letter of academic probation" from the Dean of Graduate Studies. In those cases where the student receives more than one grade below "B" in a single semester, the student shall be immediately placed on "academic probation," with no notice of "academic warning."

3. **Dismissal:** Upon receipt of the third grade below "B," the graduate student shall be dismissed. The letter of academic dismissal shall be written by the Dean of Graduate Studies with copies and/or appropriate notification being sent to the university registrar, the graduate student's advisor(s), and departmental chair(s). This dismissal shall occur upon receipt of the third grade below "B" even in those cases where the second and third grades below "B" shall have occurred in the same academic semester.

E. Effective Date

1993

F. Approved By

Policy Committee - April 10, 1992
Graduate Council – April 15, 1992
University Senate - September 17, 1992

G. Last Reviewed

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