

**GRADUATE COURSE REPEAT FORM  
COLLEGE OF GRADUATE AND CONTINUING EDUCATION  
WESTFIELD STATE UNIVERSITY**

STUDENT NAME	Student ID or SSN	DATE	
COURSE NUMBER	COURSE TITLE	SEMESTER FIRST TAKEN	SEMESTER REPEATED

**Academic Standing & Course Repeat Policy**

The Academic Standing policy is intended to support students' academic progress and maintain academic excellence. All graduate students are expected to meet and maintain high academic standards set by the university and to demonstrate academic progress towards earning a degree. The College of Graduate and Continuing Education (CGCE) is authorized to award a Master's degree for a program of study that includes an overall cumulative grade point average (GPA) of 3.0 (B) or higher. No grade less than a B- may count towards degree completion. Students may not earn a B- in more than three courses.

Some academic departments also establish additional criteria by which a student is evaluated on academic standing, progress, and/or dismissal, and students are advised to seek guidance from their individual academic departments.

Students may repeat one course one time during their graduate program in order to maintain good academic standing (cumulative GPA of 3.0) with exception of students enrolled in the traditional Master of Social Work and foundation Master of Science in Accounting track, who are allowed to repeat two courses one time each with permission of the respective Graduate Program Chair. Students are required to repeat courses in which they have received a deficient grade as soon as possible within their course of study.

Students must submit a Graduate Course Repeat form for a repeated course prior to the time of course registration. The final grade for a repeated course must be a "B-" or higher, unless the "B-" is the fourth "B-" earned. All grades will remain on the student's transcript; however, when a course is repeated the original grade will not be used in computing the overall cumulative GPA average.

I acknowledge that by signing and returning this form to the College of Graduate and Continuing Education Office that I have read and understand the Course Repeat Policy as stated above.

**STUDENT'S SIGNATURE:** \_\_\_\_\_

**APPROVED:** \_\_\_\_\_  
Dean, College of Graduate and Continuing Education