Academic Standing & Course Repeat Policy

The College is authorized to award a Master's degree for a program of study that includes an overall GPA of 3.0 (B) or better. To remain in good academic standing, students must maintain a 3.0 GPA throughout the course of study. Academic departments may also establish additional criteria by which a student is evaluated on academic standing and progress. A student who does not maintain good academic standing or progress is placed on academic probation. The student and program advisor will receive notification of academic probation status from the Dean. Students on probation are required to meet with their advisor to establish a written plan for improvement. This plan is required to be placed in the student’s academic file in CGCE within 30 days of notification. Students without this plan on file will not be permitted to enroll in future terms. Students on academic probation must complete all outstanding incomplete grades before enrolling in future terms.

A student who does not maintain good academic standing for two consecutive semesters will lose matriculation status. The student may enroll as a non-degree student, but they will not be eligible for financial aid and must sign a waiver form acknowledging their academic status. The department may petition for a semester extension if it is believed the student will meet good academic standing in an additional term.

Earning an F grade for plagiarism at any stage of program completion is grounds for administrative dismissal from your academic program. Grades of F earned as the result of proven plagiarism may not be repeated.

Students are immediately dismissed from a program if they receive two (2) F's, or three (3) grades of B- or lower.

Students may earn one C that will count toward their degree, provided an overall average GPA of at least 3.0 is maintained. A second C will not count toward a graduate degree. A second C or grade of F requires a course be repeated (elective courses may be repeated with a different elective). *Students may only use the course repeat policy one time and may only repeat the course at Westfield State University.

Students must submit a Graduate Course Repeat form for a repeated course before the end of drop/add. Repeated course must be repeated with a B or better. A grade of B- is not a B and, therefore, is unacceptable as a replacement grade. All grades will remain on the transcript; however, when you repeat a course with a grade of B or better, the original grade will not be used in computing the cumulative 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

Revised July 26, 2017 CGW 5/CGCE_Forms/grad_course_repeat.docx