

## NMSU Graduate Grade Replacement Policy

(drafted in spring 2025 for possible submission in next round of catalog changes)

The Following outlines the procedure for the implementation of this course repeat (grade replacement) option.

### **NO EXCEPTIONS WILL BE MADE TO THIS POLICY.**

- The Graduate Grade Replacement option **is effective as of Summer 2026 term** and can only be applied to NMSU coursework taken in Summer 2026 forward. The policy is not retroactive. This means that the first attempt in a course cannot have been prior to Summer 2026.
- The Graduate Grade Replacement Policy applies exclusively to required/core courses, which have a program established minimum grade requirement that has not been met.
- This policy limits graduate students to a maximum of 9 credit hours of replacement grades during the course of a student's graduate program and requires approval of the course instructor, the student's advisor/chair, the department head, and the graduate dean.
- Although the student may have been in non-degree graduate status when the course was first taken, **ONLY** students who are in **graduate status** (admitted to a graduate program) are eligible to use this policy.
- A repeated course **must** result in an improved grade in order to replace the original grade. The higher grade will replace the lower grade on the cumulative GPA and earned credit hours. **Symbol grades such as CR, PR, S, U, and W are not replaceable grades** since they do not affect the grade point average.
- **The process is NOT automatic.** Students must initiate the process by completing a Graduate Grade Replacement form and obtaining the required signatures in the numeric order shown before submitting the form to GS. The course numbers must be identical, except where equivalencies or a change in course number has been noted in the NMSU catalog. No substitute courses are acceptable. If it is a topics course in question, the titles must be identical as well. **Forms are accepted after the second attempted grade has been posted to the student's academic record.**
- Graduate students may request grade replacement for a graduate course first taken as a non-MAP undergraduate student, and this request would count as part of the maximum 9 credit hours of replacement grades.
- A core course may only be repeated once (two instances). The grade from the first instance may be replaced with the repeated grade (second instance) if the student follows the grade replacement processes.
- **Once a grade replacement has been approved, the process cannot be reversed or changed.**
- **No grade** may be replaced **after** a graduate degree has been awarded.
- There are **no other deadlines** for requesting a grade replacement.

- The original grade will remain on the student's transcript, however, the higher grade will be used in the calculation of a student's grade point average and earned credit hours. An "N" will appear next to the course that is to be taken out of the GPA

**NOTE:** This policy is honored by the NMSU Graduate School and Registrar's Office. NMSU does not guarantee the recognition or acceptance of an improved grade point average resulting from this policy by other institutions or organizations.