

## The Graduate College GRO Procedure

- With departmental approval, Graduate students may retake up three courses, not to exceed 10 units of coursework, in which they received a grade of C or below. Some departments do not allow students to use the Grade Replacement Option (GRO) policy so please check with your department before you re-register for the course.
- Approval by the course instructor, Major Professor and Department Head are required. The instructor of the repeated course does not have to be the same as the original instructor.
- ***The original grade will remain on the student's transcript*** but will not count toward the student's GPA.
- The ***student must register for the course and then notify the Graduate College (Admin 316)*** that they intend to retake the course under the Grade Replacement Option (GRO) by ***completing the Graduate College GRO approval form at [http://grad.arizona.edu/Current\\_Students/Forms](http://grad.arizona.edu/Current_Students/Forms)*** . The form must be received at the Graduate College before the deadline date in effect for the semester in which the course will be retaken. GRO filing deadlines can be found at ***<http://www.registrar.arizona.edu/gro/deadlines.htm>***. The undergraduate version of the GRO form is not acceptable for a Graduate GRO since it requests faculty signatures and the undergraduate form does not.
- GROs cannot be requested after the retaken course has been completed. If a student has retaken a course but has not filed a GRO form with the Graduate College, then no GRO will be considered to have taken place.
- In the term the GRO is taking place, nothing on the student's transcript will change. Once the re-taken course has been graded and the semester has ended, the Registrar's Office will recalculate the student's GPA to reflect the result of the GRO on the transcript.

### **Graduate Student Grade Replacement Opportunity (GRO) Policy in Detail**

(this policy applies only to courses taken for graduate credit)

1. Prior to graduation, graduate degree or non-degree seeking students may repeat, only once, graduate or undergraduate level courses taken for graduate credit in which they received grades of "C", "D", or "E".
2. Undergraduates taking graduate level courses for graduate credit may only repeat the course in which they received grades of "C", "D", or "E", once they are graduate degree or non-degree seeking students.
3. The department, course number, and grading type (i.e., letter grade versus S, P, F) of the repeated course must be identical to those of the course to be replaced, as determined by the student's Major Professor or Graduate Advisor.
4. A total of three courses that do not exceed 10 semester hours, may be replaced regardless of the graduate degree program the student was enrolled in when the courses were first taken or repeated for graduate credit.
5. This policy includes courses taken by the student as an undergraduate for graduate credit, once they become a graduate student.
6. A repeated course will replace only one previous grade. (Example: if a course has been graded more than once, the repeated course grade will replace only one of the graded courses.)
7. The instructor of the replacement course, as well as the student's Major Professor and Department Head, must approve any GRO request forms (Department Graduate Director if no Major Professor has been assigned).

8. The grade earned for the repeat attempt is the grade used in the calculation of the GPA, even if that grade is lower than the first attempt. The sole exception will be covered by #9 below. Grades earned in both the first and the repeat attempts will remain on the student's academic record. If a student passes the first attempt, but fails the repeat attempt, the failing grade is calculated in the grade-point-average; however the units earned in the first attempt may be applied toward degree requirements.
9. Repeat attempt grades of "O", "W", "W/P", "W/F", "W/O" or "X/O" will count as attempts, but will not replace the grade in the first attempt.
10. Both the first and second attempt count in total credits earned but only one will count toward the graduate degree unit requirements.
11. Neither the Graduate College nor the Office of Curriculum and Registration are responsible for any changes made to courses by any other University office (course cancellation, unit change, time change, etc.).
12. After filing the GRO form, it becomes THE STUDENT'S RESPONSIBILITY to notify the Graduate College, Administration Bldg. Rm. 322, of ANY CHANGE that may affect registration in the course being repeated.
13. When the final grade for the repeat attempt has been processed in the Office of Curriculum and Registration, the cumulative grade-point-average will be adjusted. Grades of "I", "K", and "Y" are not final grades.
14. Processing the GRO – fill out the form, obtain requested signatures and bring to Admin 316.
15. Please review the exact dates and deadlines via the Important Dates and Deadlines calendar (<http://www.registrar.arizona.edu/schedules/dates.htm>). View Summer Session for summer deadlines.
  - Obtain Department head, Major Professor and Instructor signatures
  - Register for course that will be repeated
  - Take the GRO to the Graduate College Degree Certification Office for approval and processing.

Date \_\_\_\_\_

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Degree \_\_\_\_\_ Major \_\_\_\_\_

Email Address: \_\_\_\_\_

Original Course Information

Dept.	Course #	Section #	Semester and Year taken	# of Units	Grade

Repeat Course Information

Dept.	Course #	Section #	Semester and Year taken	# of Units

**You must be registered for the course before this form can be accepted for processing at the Graduate College.**

I understand that once filed, this request can be canceled only by my dropping the course or courses prior to the last day for a course delete for each term. I declare that I have read and fully understand the policy on the reverse side and that any noncompliance will void this transaction.

Student Signature \_\_\_\_\_ Print: \_\_\_\_\_

Course Instructor Signature \_\_\_\_\_ Print: \_\_\_\_\_

Major Advisor Signature \_\_\_\_\_ Print: \_\_\_\_\_  
(Please leave blank if no major advisor has been assigned)

Dir. Grad. Studies/dept. head \_\_\_\_\_ Print: \_\_\_\_\_  
(This form will not be processed without all original signatures)

**Graduate College Degree Certification use only:**

Approved \_\_\_\_\_

Date \_\_\_\_\_