

Procedure: Repeating a graduate course and recalculation of graduate GPA procedure



Procedure Number: 3364-77-08.01

Responsible Department: College of Graduate Studies

Effective date:
XXX XX, 2026

Scope: University of Toledo graduate students excluding those enrolled in JD, MD and PharmD programs

Original effective date:
XXX XX, 2026

Procedure

- (1) The petition for the recalculation of GPA is available from the Office of the Registrar.
- (2) A graduate student may petition to have a grade excluded from their graduate GPA computation under the following conditions:
 - (a) Students must submit a GPA recalculation petition within one semester after completion of the repeated course. If the repeated course is completed in the same semester the student graduates, the petition must be submitted within one semester after graduation.
 - (b) A student must have retaken the same course or the renumbered substitute for that course in the same department at UToledo and earned a higher grade in the course retaken.
 - (c) No more than a total of 6 semester hours of graduate course work may be removed from the GPA calculation, cumulative across all graduate programs and degrees pursued at UToledo.
 - (d) This procedure applies only to the first grade recorded in a course that a student has repeated.
 - (e) For students that have previously received a UToledo graduate credential, a GPA recalculation will not be approved if a graduate credential was conferred between completion of the original course and the completion of the repeated course.
- (3) Individual academic colleges, departments and / or programs may set more stringent requirements on the conditions in section (2), including, but not limited to:
 - (a) The number of credit hours that can be subject to GPA recalculation (i.e., only a total of 3 semester hours of course work may be removed from the GPA calculation)
 - (b) A ceiling on grades that can be removed from the GPA calculation (i.e., grades higher than C cannot be removed from the GPA)

- (c) A floor on grades that must be received when the course is retaken (i.e., no GPA recalculation unless a grade of B or higher is received for the repeated course)
- (d) Limits to specific courses that can be approved for GPA recalculation (i.e., only lecture courses and no seminars, clinicals or thesis and dissertation sections)
- (4) Subject to the provisions above, petitions will be approved, unless the original grade was given for academic dishonesty (policy 3364-77-01).
- (5) If the petition is approved, the Office of the Registrar will recalculate the GPA and amend the student's official transcript with a notation.

Reviewed by:

James Holloway, Ph.D.
President

Date

Initial effective date:
Review/Revision Date:
Next review date:

*Review/Revision Completed by:
Vice Provost for Graduate Affairs
Graduate Council*