School of Medicine Historical Repeat Process for Graduate Courses

Graduate courses are eligible to be repeated and the original grades replaced for calculation of grade point averages if all of the following are satisfied:

- All provisions of the VCU Graduate School policy: https://bulletin.vcu.edu/academic-regs/grad/repeated-courses/
- Both the original and repeated didactic courses were completed and graded fall 2023 and beyond
- Both the original and repeated didactic courses were completed prior to degree completion in the applicable program
- Formal approval has been granted by the applicable graduate program

The historical repeat policy is operationalized by the following steps:
1. Student seeks tentative approval from the relevant graduate program director <u>prior</u> to registering for or repeating the course.
2. The graduate program director considers the request while reviewing this list of courses eligible to be repeated:
   https://docs.google.com/spreadsheets/d/1BGeJDGj2MJB1BwuFbOLPDeZh6tv83wtsLJglln4aVdE/edit#gid=382594728
3. If the graduate program director tentatively approves the retake, then the student registers for and completes the course. Students are encouraged to contact the School of Medicine Financial Aid office as needed.
4. After the course is completed and graded, the student submits a formal request to apply the historical repeat policy by completing this form:
   https://docs.google.com/forms/d/e/1FAIpQLSeDat4kKwDomX3iivdhJT577sBQMKak2X_IyjBzS1Tc4uuUIQ/viewform
5. The graduate program director reviews the request--including both the original and repeated grades--and approves or denies the request.
6. The VCU Office of the Registrar acts on all approved historical course repeats.

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