CSUS REPEAT GRADE REPLACEMENT PETITION

NAME _____
LAST FIRST MI

STUDENT IDENTIFICATION NUMBER (SSN) _____

SUBMIT COMPLETED FORM TO ADMISSIONS AND RECORDS COUNTER

COURSE INFORMATION:

Please fill in every item below. List all attempts except those with grades of "AU" or "W". Use a separate petition for each course.

	NAME OF COLLEGE/ UNIVERSITY	SEMESTER & YEAR	DEPT. NAME AND COURSE NUMBER	TITLE OF COURSE	UNITS	GRADE EARNED
PREVIOUS ATTEMPT(S)						
CURRENT ATTEMPT						

Leave blank if course is now in progress

CHAIRPERSON OF THE DEPARTMENT OFFERING THE COURSE MUST APPROVE THE REPEAT PETITION IF:

1) repeat or original course is taken at another accredited institution, or
2) the repeated course differs in number or title from the original course.

OBTAIN APPROVAL PRIOR TO ENROLLING IN THE REPEAT COURSE.

_____ _____ _____
DEPARTMENT CHAIR SIGNATURE DEPARTMENT DATE

IMPORTANT INFORMATION:

1. A student may repeat any CSUS course once and have the most recent grade earned (EVEN IF IT IS A LOWER GRADE) used in determining grade point average. The original grade remains on the transcript, but is not included in the g.p.a. calculation. In the case of multiple repeats, the second and all subsequent attempts will be averaged together in the g.p.a. calculation. (Even if the department offering the course granted permission to enroll in the course third or subsequent times, grades of second and all subsequent attempts are averaged together.)
2. **Departments may limit the number of authorized attempts. If a student exceeds the repeat limit established by a department, the department may administratively drop the student from the course and/or disallow use of the course to fulfill graduation requirements. NOTE: Effective 6/1/01, the Computer Science Dept. policy allows only ONE repeat of any CSUS Computer Science course (any course starting with "CSC"). ANY EXCEPTION TO THIS RULE REQUIRES THE CHAIR'S APPROVAL BELOW.**
3. If a "Repeat Grade Replacement Petition" is not submitted by the student, incorrect unit and grade point totals may exist on transcripts until the student's graduation evaluation is completed.
4. The repeat grade replacement policy of a transfer institution, if it can be determined, will be applied to a student's record at the time of transfer to CSUS. If it cannot be determined, CSUS policy will apply.
5. Students who hold a bachelor's degree may not repeat courses for grade replacement for which they earned credit as an undergraduate, nor may they repeat courses at other institutions for the purpose of improving the CSUS g.p.a.

Computer Science Chair Approval for 2nd repeat: _____

12/98 For Records Office Use: Updated: _____