SACRAMENTO STATE
Outreach, Admissions and Records

REPEAT GRADE REPLACEMENT PETITION

Courses Repeated Fall 1998 or Later **ONLY**

SUBMIT COMPLETED FORM TO ADMISSIONS AND RECORDS, LASSEN HALL

NAME: _____
LAST FIRST MI

STUDENT IDENTIFICATION NUMBER (SSN) _____

COURSE INFORMATION

Please fill in every item below. List **all** attempts except those with grades "UA" or "W". Use a separate form for each course.

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

Leave blank If course is now is progress

CHAIRPERSON OF THE DEPARTMENT OFFERING THE COURSE MUST APPOVE 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 original course.

YOU MUST OBTAIN APPROVAL PRIOR TO ENROLLMENT IN THE REPEATED COURSE TO BE SURE THE UNIVERSITY ACCEPTS COURSE EQUIVALENCY

_____ _____ _____
DEPT. CHAIR SIGNATURE DEPARTMENT DATE

IMPORTANT INFORMATION:

1) A student may repeat any Sacramento State 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 it is not included in the GPA calculation. In the case of multiple repeats, the second and all subsequent attempts are averaged together in the GPA calculation. (EVEN IF THE DEPARTMENT OF THE COURSE GRANTED PERMISSION TO ENROLL IN THE COURSE THIRD OR SUBSEQUENT TIMES, grades of second and all subsequent attempts are averaged together in the GPA calculation.)
2) Departments may limit the number of authorized attempts. If a student exceeds the repeat limit established by the department, the department may administratively drop the student from the course and/or disallow the use of the course to fulfill graduation requirements.
3) If a "Repeat Grade Replacement Petition" is not submitted by the student, incorrect unit and grade point totals may exist on the 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 Sacramento State. If it cannot be determined, the Sacramento State policy will apply.
5) Students who hold a bachelor's degree may not repeat courses for replacement for which they earned credit as an undergraduate, nor may they repeat courses at other institutions for the purpose of improving their Sacramento State GPA.