

CSUS REPEAT GRADE REPLACEMENT PETITION II

Courses repeated Fall 1998 or later ONLY. Use reverse if all attempts were taken prior to Fall 1998.

NAME _____
LAST
FIRST
MI

SUBMIT COMPLETED FORM
TO ADMISSIONS AND
RECORDS COUNTER

STUDENT IDENTIFICATION NUMBER (SSN) _____

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 & COURSE NUMBER	TITLE OF COURSE	UNITS	GRADE EARNED
PREVIOUS ATTEMPT(S)						
FINAL 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:

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.)

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.

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.

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.

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.

For Records Office Use: Updated _____