



## REPEAT GRADE REPLACEMENT PETITION

**This petition is ONLY to be used in situations where one of the courses taken was NOT at Sacramento State. Repeats requiring an exception to the new policy, effective Fall 2010 should use the *Repeat Exception Petition* available on the web at [www.csus.edu/registrar/forms](http://www.csus.edu/registrar/forms) Submit completed forms to the Student Services Counter, Lassen Hall.**

NAME: \_\_\_\_\_  
LAST
FIRST
MI

SACLINK EMAIL \_\_\_\_\_@CSUS.EDU    PHONE NUMBER \_\_\_\_\_

### COURSE INFORMATION

Please fill in every item below. List **all** attempts except those with grades of “W”. Use a separate form for each course.

	NAME OF COLLEGE/ UNIVERSITY	SEMESTER and 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.**

**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 in which they earned a grade of C- or lower, 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 GPA calculation. In the case of multiple repeats, the second and all subsequent attempts will be 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) 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.
- 3) 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.
- 4) 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 their Sacramento State GPA.

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