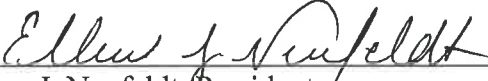

Effective Date: 7/19/2019

Definition: The policy governs the repeat of courses and the adjustment of GPA.

Authority: Executive Order 1037

Scope: Undergraduate students repeating CSUSM courses at CSUSM.



Ellen J. Neufeldt, President

7/19/19
Approval Date



Kamel Haddad, Interim Provost & Vice President for Academic Affairs

7/16/19
Approval Date

Fifth Revision: 7/19/2019
Fourth Revision: 06/01/2012
Third Revision: 03/30/2011
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First Revision: 09/30/2008
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I. DEFINITIONS

GPA Adjustment: The repetition of a course for either Grade Forgiveness or Grade Averaging.

Grade Forgiveness: The repetition of a course for the sake of improving upon an earlier unsatisfactory performance in which the new grade replaces the old grade in the calculation of the student's grade point average (GPA).

Grade Averaging: The repetition of a course for the sake of improving upon an earlier unsatisfactory performance in which the new grade does not replace the old grade(s) in the calculation of the student's GPA, and instead all grades are used in the GPA calculation. Courses are repeated for Grade Averaging after the limit of repetitions for Grade Forgiveness has been exhausted.

II. PROCEDURE/APPLICATION

A. Which Initial Course Grades May Be Adjusted?

1. This policy applies only to courses taken at CSUSM and repeated at CSUSM. A course repeated at another institution will not be used to adjust the CSUSM resident GPA but will affect the overall GPA and may be used to meet degree requirements.
2. Only courses in which students earned grades of C-, D+, D, D-, F, WU or IC may be repeated for GPA Adjustment.
3. If a student completes a course with a grade of "C" or better, or a grade of "CR" and wishes to register for the course again only to refresh knowledge, then the student may do so but only by enrolling with an audit and, therefore, not for grade adjustment. In exceptional circumstances where a student needs to repeat such a course for a letter grade, permission must be obtained from the Registrar and Dean of Undergraduate Studies. The registrar must notify Academic Advising in these cases.
4. Students will be administratively dropped from courses for which the student has earned a grade of "C" or better, "CR," or a grade of "I." This situation occurs when a student has registered to repeat a course before the grade in the original enrollment has been recorded.
5. Courses designated as "may be repeated" (except as designated as such in their university catalog course description) can only be repeated for GPA adjustment through the special process set forth in section II.B.3.

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Courses designated as "may be repeated" in their university catalog course descriptions refer to courses that may be repeated regardless of the prior grade.

6. Students may not use the credit received through a credit by challenge examination as a repetition of a regularly enrolled course.
7. A student may repeat a course with a credit/no credit option, or for a letter grade, if they had received a prior grade of "NC."

B. Which Subsequent Courses May Adjust The Initial Course Grades?

In general, students must retake the initial course when seeking GPA Adjustment. (For purposes of GPA adjustment, a repeated course is considered equivalent to the initial course if the only alternation to the course is its name and/or course number, e.g., when a special topics offering becomes a regular course).

Three exceptions to this rule follow:

1. Only with prior approval of the chair/coordinator of the department/program offering the initial course, may a student enroll in an alternative course, for GPA Adjustment, if:
 - a. the initial course is no longer offered by CSUSM (has been inactivated or removed from the University Catalog); or,
 - b. a student who will be in their final semester is unable to repeat a course.

There is no guarantee that an alternative course may exist in the desired term. Such an alternative course should have similar content and be offered at the same level (lower division, upper division, or graduate level). In cases where the initial course carried a different number of units than the course that will be replacing it, the number of units earned and calculated will be based on the new course.

2. Courses designated in the catalog as "May be repeated" can be repeated up to the maximum indicated in the course description and all grades received will be included in the calculation of the grade point average. Students may petition the chair/director of the department/program/school offering the course to have a subsequent attempt of such a course used for GPA Adjustment. When such a course is repeated for GPA Adjustment, the completion of the course will not result in the earning of additional units of credit.
3. Postbaccalaureate students may be permitted to repeat a course taken as an undergraduate. However, the grade earned shall not replace the grade in the undergraduate records.

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C. Which Course Grades Are Forgiven, And Which Course Grades Are Averaged?

1. Upon completion of grades, the student system will automatically identify all repeated courses and apply Grade Forgiveness and Grade Averaging.
2. Students may see on their transcripts which courses have been selected for Grade Forgiveness and Grade Averaging. Students who believe that they would be better served by a different choice of grade-forgiven courses may submit a request to the Registrar to have a repeat with forgiveness transferred from one course to a different course. These requests must be made prior to graduation.
3. Grade Forgiveness shall not be applicable to courses for which the original grade was the result of a finding of academic dishonesty by the Dean of Students. In a finding of academic dishonesty, courses may be repeated for Grade Averaging.

D. GPA Adjustment Limits:

1. Except in unusual circumstances, no course may be repeated more than two times. (See II.E. for a petition process).
2. A maximum of 16 semester units of Course Repeats can be used for Grade Forgiveness. With regard to the limits on repeats, all such running totals begin at zero (0) at the beginning of the Fall term of 2009. There are no exceptions to the Overall Grade Forgiveness Limit.
3. A maximum of 12 additional semester units (beyond the 16 units that may be repeated for Grade Forgiveness) may be repeated for Grade Averaging. With regard to the limits on repeats, all such running totals begin at zero (0) at the beginning of the Fall term of 2009. When a course is repeated for Grade Averaging, both the new grade and the former grade(s) enter into the GPA calculation.
4. Limits on repeated courses apply to courses taken in matriculated status as well as coursework completed via self support, e.g., extended learning, open university, etc.

E. Petition Process for Exceeding the Individual Course Repeat Limit and/or the Overall Grade Averaging Limit

A student who is in good standing may file a written petition with the Dean of the College of their major to repeat upper division courses required for their major for Grade Averaging for a third repeat and/or beyond the 12 units repeated for Grade Averaging. This petition process does not apply to lower division courses; students wishing to repeat a lower division course for a third repeat and/or beyond the 12 units repeated for Grade Averaging may consider other options such as transfer coursework.

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In this petition the student must:

1. provide a detailed explanation as to why they failed the course(s) being petitioned; and,
2. provide a clear and convincing plan indicating how they plan to pass the course(s) on their next attempt.

The final decision on the petition is made by the college dean or designee in consultation with the chair(s)/director(s) of the department(s)/programs(s)/school(s) offering the course(s). If the petition is approved, the repeats are considered to be for Grade Averaging.

F. Grades

All grades for a given course, regardless of whether it is retaken for Grade Forgiveness or Grade Averaging, will be maintained as a part of the student record and will appear on the student's transcript, but, the student may only earn credit toward the baccalaureate degree once for that course.

Students should be aware that other institutions (e.g., medical schools, graduate programs, law schools) might use the forgiven grades in grade point computations.

G. Right to Impose Stricter Requirements

Academic units such as colleges and departments have the right to impose stricter requirements on repeats of courses under their purview than those described in this policy.

III. PUBLICATION - UNIVERSITY NOTICES

Information contained herein will be published, as follows:

- Academic Programs will publish this policy in the General Catalog;
- CSUSM Enrollment Management Services and the Office of Registration and Records will update this information on their pertinent website(s).