

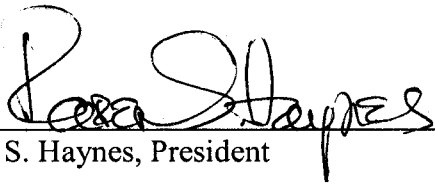
COURSE REPEAT PETITION

Effective Date: June 4, 2011

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

Authority: Executive Order 1037

Scope: Undergraduate students taking courses at CSUSM.



Karen S. Haynes, President

5/30/11

Approval Date



Emily F. Cutler, Provost and VP for Academic Affairs

3/29/11

Approval Date

Third Revision: 06/04/2011
Second Revision: 08/25/2009
First Revision: 09/30/2008
Implemented: 08/27/2007

Effective Date: June 4, 2011

I. EXECUTIVE SUMMARY

The PeopleSoft student system has the functionality to automatically calculate repeated attempts and academically renewed courses. This policy governs the application of this functionality and the appeals process.

II. PROCEDURE/APPLICATION

- A. Upon completion of grades, the PeopleSoft student system will identify all courses academically renewed and apply the corrected value to designate them as repeated courses, along with re-calculation of students' GPA.
- B. Undergraduate students may repeat courses only if they earned grades lower than a C (2.0).
- C. Except in unusual circumstances no course may be repeated more than two times. A student who is a senior in good standing and at most 3 courses away from completing the requirements for their major may file a written petition with the Dean of the College of their major to repeat an upper division course required for their major a third time. In this petition the student must:
1. give a detailed explanation why they failed the course 3 times;
 2. submit clear evidence that they know the prerequisite material for the course and are a senior student in good standing who has no more than 3 courses (including the course being petitioned) remaining for completing the requirements of the major. This evidence should include all relevant transcripts, and the narrative of the petition should clearly state the student's GPA and how prerequisite requirements are satisfied;
 3. give a clear plan indicating how they will make sure that they will pass the course on their next attempt.
- D. The final decision on the petition is made by the Dean or designee in consultation with the chair of the department or program offering the course.
- E. 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. (Grade forgiveness is the circumstance in which the new grade replaces the former grade in terms of the calculation of GPA.)
- F. An individual course may be repeated for "Grade Forgiveness" no more than two times, without exceptions. The petition process may not be used to request that a course be repeated more than two times for grade forgiveness.
- G. Limits on repeated courses do apply to courses taken in matriculated status as well as coursework completed via self support, e.g. extended learning, open university, etc.
- H. 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 IN UNIVERSITY NOTICES

Information will be updated, as follows:

- Curriculum and Scheduling Office will publish in the General Catalog;
- The CSUSM Enrollment Management Registration and Records website will be updated.