**California State University, San Bernardino Administrative Procedure**



**Course Repeat**

1. **Repeat of Courses**

ORIGINAL

**Repeat of Courses: Undergraduate Students**

Undergraduate students may only repeat courses if they earned grades lower than a "C." This policy (which went into effect as of Fall 2009) applies to any grade earned at CSUSB at any time. A maximum of twenty-four (24) units may be repeated for grade forgiveness (formerly called grade discounting). An additional eighteen quarter units may be repeated with both grades averaged into the grade point average calculation. Students are allowed a maximum of three (3) attempts per non-repeatable course. No repeats will be allowed beyond these limits.

<http://bulletin.csusb.edu/academic-regulations/>

REVISED

**Repeat of Courses: Undergraduate Students**

Undergraduate students may only repeat courses if they earned grades lower than a "C." This policy applies to any grade earned at CSUSB at any time. A maximum of eighteen (18) quarter units (12 semester units) may be repeated for grade forgiveness. An additional eighteen (18) quarter units (12 semester units) may be repeated with both grades averaged into the grade point average calculation. Students are allowed a maximum of two attempts per course (1 original and 1 repeat). Permission to enroll for the 3rd attempt requires approval of Undergraduate Studies. Repeated courses are generally enrolled during the Open Enrollment period (assuming space is available in the course).

1. **Grade Forgiveness**

ORIGINAL

**Course Repeats with Grade Forgiveness**

Grade forgiveness (discounting a grade) for a repeated course is by petition only. If the petition for grade forgiveness is approved, the new grade replaces the former grade in terms of GPA calculation. Petitions should be filed after the completion of the course used to discount the previous course. Students are strongly encouraged to speak with an advisor before repeating a course for grade forgiveness to ensure that the student is eligible to repeat that course to discount the grade.

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**Course Repeats with Grade Forgiveness**

Grade forgiveness (discounting a grade) follows the current grade forgiveness campus process, with the grade of the last course completed being used for GPA calculations (up to the 18 quarter units or 12 semester units permitted for grade forgiveness). Students are allowed a maximum of two attempts per course (1 original and 1 repeat). Permission to enroll for the 3rd attempt requires approval of Undergraduate Studies. Repeated courses may only be enrolled during the Open Enrollment period (assuming space is available in the course). Grade forgiveness is not applicable for courses which the original grade was the result of a finding of academic dishonesty. Students are strongly encouraged to speak with an advisor before repeating a course for grade forgiveness to ensure that the student is eligible to repeat that course to discount the grade.

**Appendix 1 – EO 1037**

***B.  Repetition of Courses***

**1.**  Undergraduate students may repeat courses only if they earned grades lower than a C.

**2.**  Course Repeats with “Grade Forgiveness” (Grade forgiveness is the circumstance in which the new grade replaces the former grade in terms of the calculation of GPA, etc.):

**2.a.**  Undergraduate students may repeat up to 16 semester-units (24 quarter-units) with grade forgiveness.

**2.b.**  Undergraduate students may repeat an individual course for grade forgiveness no more than two times.

**2.c.**  Grade forgiveness shall not be applicable to courses for which the original grade was the result of a finding of academic dishonesty.

***3.*Course Repeats with “Grades Averaged”:**

Campuses may permit undergraduate students to repeat an additional 12 semester-units (18 quarter-units), i.e., units in addition to the 16 semester-units (24 quarter- units) for which grade “replacement” is permitted.  In such instances the repeat grade shall not replace the original grade; instead both grades shall be calculated into the student’s overall grade-point average.

**4.**  Campuses may elect to be more restrictive on course repeats than the maxima listed above.

**5.**  The limits apply only to units completed at the campus.

<https://www.calstate.edu/eo/EO-1037.html>