Repeating a Course (Discount of Grade Form)

Use this form when you have repeated a class and would like your current grade to replace your first attempt. When a discount of grade is approved, only the last grade earned shall apply to your cumulative postbaccalaureate grade point average. The first attempt will show on the transcript with the repeat (discount) noted.

Conditionally classified, classified and credential students may be permitted to repeat one course that was taken for graduate credit.

Postbaccalaureate unclassified students who are taking courses that are not part of a graduate degree program and who are not pursuing any degree objective are subject to the same repeat of courses regulations as undergraduates (up to 5 different classes).

In all cases, the last grade earned will not replace the grade in the student's undergraduate record.

Instructions:

1. Complete and sign the attached "Discount of Grade" form.
2. Submit the form to your graduate coordinator for review and signature.
3. Your graduate coordinator should then send the form to Graduate Studies (gradstud@csusb.edu) for review.
4. Once your request has been reviewed, you will receive an email and copy of the form via Adobe Sign. You may download the form for your records. The form will automatically be sent to the Office of the Registrar for final processing.

California State University, San Bernardino (CSUSB)
Petition for Discount of Previous Grade

Name _____   Date _____

Street Address _____   Telephone _____

City, State, Zip _____   Coyote ID# _____

Campus Email _____

My program is: _____

I hearby petition for a discount of grade for:

Course Name and #: _____

First Taken: Term: _____   Year: _____   Grade Received: _____

Repeated: Term: _____   Year: _____   Grade Received: _____

Student's Statement (*Indicate why you feel this petition should be granted.*)

I certify that I have read the attached information sheet pertaining to the discount of previous grade that I am requesting, and have attached all pertinent information, if any, to support my request.

_____
Student's Signature

Program Certification

Reason:

_____
Graduate Program Coordinator's Signature

_____   _____
Associate Dean of Graduate Studies Signature   Date