

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

PETITION FOR GRADE FORGIVENESS

UNDERGRADUATE STUDENTS ONLY

(Post-Baccalaureate and Graduate Students: See Office of Graduate Studies)

Name: _____ Coyote ID: _____

E-Mail: _____ Phone: _____

Street Address: _____

City, State, Zip: _____

List the course and the grade to be forgiven:

Course Number and Title: _____
Number (ex: Eng 1070) Title (ex: English Composition)

Term and Year taken: _____ Grade received: _____

List the repeated course and grade that will replace the grade to be forgiven:

Course Number and Title: _____
Number (ex: Eng 1070) Title (ex: English Composition)

Term and Year repeated: _____ Grade received: _____

Have you filed a Graduation Check? Yes ___ No ___ If yes, indicate term _____

➡ I have read and understand the guidelines listed on the reverse side of this form.

Student's Signature _____ Date _____

NOTE

Grade forgiveness is the process whereby a new grade replaces a former grade when calculating GPA.
The first attempt will remain on the transcript, with a footnote indicating the course has been repeated.
The first attempt will not be calculated in the GPA or units earned.

FOR OFFICE USE ONLY

Course _____

Approved: Yes ___ No ___

Reason _____

Processed by _____

Date _____

GrdFrgve/0120bl

GUIDELINES FOR GRADE FORGIVENESS

- Undergraduate students may only repeat a course in which they earned a grade lower than a "C". Eighteen (18) units may be repeated for grade forgiveness and an additional 18 units may be repeated with both grades averaged into the grade point average (GPA). **No repeats will be allowed beyond these limits.**
- Petitions for Grade Forgiveness should be filed after the completion of the course used to replace the previous course.
- Undergraduate students may repeat an individual course for grade forgiveness no more than once. The grade earned in the subsequent attempt will be the grade used in calculating the cumulative units earned as well as for the GPA.
- A course may **not** be repeated for the purpose of removing an incomplete grade. Only those incompletes that have changed to a letter grade of "C-" or less or an IC (Incomplete Charged) may be repeated for grade forgiveness.
- Students on dismissal may repeat courses, in which grades lower than a "C" were earned, through the CSUSB College of Extended and Global Education and petition to have the grade earned treated as though it were taken in residence.
- For courses repeated at an institution other than CSUSB, the overall GPA will be averaged upon receipt of the transcript from that institution. Repeating a course at another institution will not have an effect on the student's CSUSB GPA, but will affect the cumulative GPA.
- For transfer units, CSUSB will honor the repeat/grade forgiveness policy in effect at the institution issuing the transcript.
- Courses taken for undergraduate credit may not be repeated for grade forgiveness as a Post-Baccalaureate student.
- Credit by Examination (CBE) may **not** be used for grade forgiveness of a course taken previously.
- Grade forgiveness shall not be applicable to courses for which the original grade was the result of a finding of academic dishonesty.
- Grades of NC (no credit) or W (withdrawn) cannot be forgiven. These grades do not affect GPA nor earn units.
- Regulations for repeating are different for Post-Baccalaureate and Graduate students. Check the campus catalog for guidelines.