

# 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 107) 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 107) 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/1019/bl

### **GUIDELINES FOR GRADE FORGIVENESS**

1. Undergraduate students may only repeat a course in which they earned a grade lower than a "C". Eighteen (18) quarter units may be repeated for grade forgiveness and an additional 18 quarter units may be repeated with both grades averaged into the grade point average (GPA). **No repeats will be allowed beyond these limits.**
2. Petitions for Grade Forgiveness should be filed after the completion of the course used to replace the previous course.
3. 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.
4. 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.
5. 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.
6. 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.
7. For transfer units, CSUSB will honor the repeat/grade forgiveness policy in effect at the institution issuing the transcript.
8. Courses taken for undergraduate credit may not be repeated for grade forgiveness as a Post-Baccalaureate student.
9. Credit by Examination (CBE) may **not** be used for grade forgiveness of a course taken previously.
10. Grade forgiveness shall not be applicable to courses for which the original grade was the result of a finding of academic dishonesty.
11. Regulations for repeating are different for Post-Baccalaureate and Graduate students. Check the campus catalog for guidelines.