

## **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 not pursuing any degree objective are subject to the same repeat of courses regulations as undergraduates (up to 5 different classes).

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 "Discount of Grade" form
2. Obtain your Graduate Coordinator's signature. The form will then be forwarded to the Office of Graduate Studies for the Dean to review.
3. You will be notified of the Dean's decision via email. An electronic copy of the form will be attached for your records.

CSUSB Office of Graduate Studies

Chaparral Hall room 123

Phone: (909) 537-5058

**California State University, San Bernardino (CSUSB)**

**Petition for Discount of Previous Grade**

PLEASE TYPE OR PRINT CLEARLY

Name \_\_\_\_\_ Date \_\_\_\_\_  
Street Address \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Coyote ID# \_\_\_\_\_  
Coyote Email \_\_\_\_\_@coyote.csusb.edu

---

Currently I am enrolled in (circle one):            MA            MS

And my major is: \_\_\_\_\_

---

I hereby petition for a discount of grade for:

Course Name and #: \_\_\_\_\_

First Taken:    Quarter: \_\_\_\_\_    Year: \_\_\_\_\_    Grade Received: \_\_\_\_\_  
Repeated:    Quarter: \_\_\_\_\_    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, in any, to support my request.

\_\_\_\_\_  
Student's Signature

---

Program Certification

\_\_\_\_\_ Approved    \_\_\_\_\_ Not Approved  
Reason:

\_\_\_\_\_  
Graduate Program Coordinator's Signature

---

\_\_\_\_\_ Approved    \_\_\_\_\_ Not Approved  
Reason:

\_\_\_\_\_  
Dean of Graduate Studies Signature

\_\_\_\_\_  
Date