

Discount of Previous Grade

When a student has repeated a class and would like the grade for the current class to replace the first attempt. When a discount of grade is approved, the original course grade on the student's permanent record will be discounted. Only the last grade earned shall apply to the student's cumulative postbaccalaureate grade point average. The first attempt will show on the transcript with the repeat (discount) noted.

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). However, any grade earned that is repeated as an unclassified postbaccalaureate shall not replace the grade in the student's undergraduate record.

Classified, Conditionally Classified, Classified and Credential Students may be permitted to repeat one course. The last grade earned shall apply toward the student's cumulative postbaccalaureate grade point average, but shall not replace the grade in the student's undergraduate record.

Instructions:

1. Fill out attached form
2. The petition requires the signature of the student's graduate coordinator.
3. Once the form has been filled out and signed with the appropriate signature this form will be returned to the Office of Graduate Studies (CH-123) for the Dean to review. If the form is missing any signatures – the form will be returned to the student's graduate program unreviewed.

Once the Dean of Graduate Studies signs the form, the student will be notified.

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