RESOLVED: That the Academic Senate recommend to the President the following catalog changes in three sections regarding course repetition and grade replacement. (Additions in bold, deletions in strikethrough.)

Repeating Courses – Students may repeat a course to improve a grade only when the original grade is below a “B-”. Registration for course repetition is restricted to the extended registration and schedule adjustment period and is not allowed during the priority registration period unless the course is designated as a repeatable course (e.g., special topics courses). A course is considered repeated as long as it appears on the student’s transcript; this includes grades such as “W” and “F”. On the third or subsequent enrollment in a course, permission of the Dean is necessary in order to enroll in the course. The University does not limit the number of times that a student may repeat a course. However, the number of credit units counted toward the baccalaureate degree is limited to that of a single registration for that course. The grades for each repetition shall be calculated in the CSUB grade point average, unless the student petitions for Replacement of Grade through Repetition of Course (see page xxx).

Dropping Courses - Students may DROP courses either in person at the Records Office or by using the online Web-based registration system during the first three (3) weeks of the term. After the third week of the term, students must file a Drop Form with instructor signature(s) with the Records Office (SA 103). Drop Forms are available in the Records Office and in all the school deans’ offices. Students failing to officially drop a course will receive a final course grade of “WU” for “unauthorized withdrawal” from the course; a “WU” is calculated as an “F” in the student’s GPA. Students should note that courses dropped within the first three weeks do not show up on their transcripts. After the first three weeks, a grade of “W” will be recorded and the student may not register to repeat the course until after the priority registration period (see repeat policy, page xxx).

Replacement of a Grade through Repetition of Course – Undergraduate students may replace grades of “C-” or below by repeating the course at CSUB and filing a petition for Repetition of a Course and Replacement of Grade with Admissions and Records. Although the grades for each repetition will remain on the transcript, replaced grades will not be used to compute the GPA.* only the grade for the most recent course registration will be used in computing the
GPA. Students may replace the grades for a maximum of 20 units. **Coursework from other institutions may not be used to replace CSUB grades.** Coursework from CSUB may replace coursework from other institutions only if they are Courses must be at the same level, have similar titles, and cover essentially the same subject matter content. The coursework for which students petition to replace grades may have been taken at CSUB or some other institution. CSUB does not accept courses from another institution for this policy.

*Students should be aware that other institutions (e.g., medical schools, graduate programs, and law schools) might use the replaced grades in their GPA computations.*

Qualified students may get the petition for Repetition of Course and Replacement of Grade from the Records Office (SA 103, 654-3036). The petition does not require any approvals except when replacing grades assigned as part of a disciplinary action. Grades assigned as part of a disciplinary action can only be replaced with the approval of both the student conduct coordinator and the Dean of Undergraduate Studies, in consultation with the original instructor or department chair. The petition may be filed at any time, although students are encouraged to file at the time they are enrolled in the repeated course.

Students needing to raise their CSUB GPA in order to graduate on a timely basis may petition the Academic Petitions Committee (APC) to replace the grades beyond the 20 units allowed by the University. Students should contact the Undergraduate Studies Office (EDUC 242, 654-3420) to get information regarding the content and format for their petition to repeat courses and replace grades beyond the 20-unit limit.

**RESOLVED:** That the Academic Programs office communicate these important changes to school deans, faculty, and students. Before permitting a third enrollment in the same course, deans may want to ask for evidence that conditions have changed such that prior performance in that course will not be repeated. Faculty and students will need to be aware that dropping a course after the census date may have consequences for future enrollment.

**RATIONALE:** These policy changes maintain the clear distinction between repeating a course and replacing a course grade. Grade replacement, within the 20-unit maximum, does not normally require any signatures or approval. Grades assigned as part of a disciplinary action require approval by the student conduct coordinator and the Dean of Undergraduate Studies.

When classes are full, students repeating a course, for whatever purpose, take the place of students who may not have had their first opportunity
to enroll. The proposed policy enables all of those who are taking a course for the first time to have priority enrollment without forbidding students from repeating a course as many times as is necessary. It curtails frivolous repetition by adding an additional step for those who have taken the course twice already.