

**Guidelines for Petitions to Replace Grades  
through Repetition of Courses beyond the 20-Unit Limit**

NOTE: See University policy on page 73 of the 2005-2007 General Catalog, "Replacement of a Grade through Repetition of Course," before filing a petition. Handwritten petitions will not be accepted.

- (1) Only **courses with final grades of "C-" (1.7) or lower** can be repeated for grade replacement purposes.
- (2) Up to 20-units can be repeated through direct petition to Admissions and Records.
- (3) Courses that are repeated must have the **same course number and title as the initial enrollment**.
- (4) These guidelines apply only if the student is petitioning for replacement of grades through repetition of courses **beyond the 20-unit limit**.

The petition **must** contain the recommendation and signature from a faculty advisor. The petition must provide responses to the following two questions:

1. What courses have you **already repeated for the 20-unit limit**?

Because you are petitioning to replace grades through repetition of courses beyond the 20-unit limit already allowed by the university, the APC needs to have a **clear understanding of what you have already done**. You should indicate the course number, title, number of units, terms of initial enrollment and repeat enrollment, and grades for initial enrollment and repeat enrollment.

**Note:** Normally, the APC would expect you to earn a higher grade for a repeated course. Therefore, if the grade for a repeated course is the same as, or lower than, the grade for the initial enrollment, then you need to explain why this happened.

2. What course(s) are you petitioning to go beyond the 20-unit limit?

The APC needs to have a **clear understanding of what you are planning to do**. You should indicate the course number, title, number of units, term of initial enrollment, grade for the initial enrollment, and anticipated term for the repeat enrollment.