

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE

AAC and  
AS&SS

**Course Repetition Policy and Process**

RES 202127

**RESOLVED:** For any student wishing to repeat a course beyond the third attempt, the student must obtain support from an academic advisor and the petitioned-course department/program Chair. EO 1037 limits forgiveness (16)- and averaged (12)-units, but not the number of times a course can be repeated. To balance university resources, students' academic needs, time to degree circumstances, course enrollment impacts, and potential financial aid limits, the Academic Petitions Committee in Academic Programs will take all these factors into consideration, keeping accurate records to inform periodic policy review.

**RATIONALE:** Current course registration practices at CSUB prevents students from repeating a course with a grade of C- or lower more than two times even, when the student has not exceeded the maximum number of repeat units. Therefore, if a student wishes to repeat a course beyond the third attempt, the student must submit a petition for exception to the Academic Petitions Committee. However, the number of times a course can be repeated is not based in any existing policy, neither from the CSU nor from the CSUB catalog.

Statistics indicate that almost all petitions submitted to the Academic Petitions Committee were approved; however, some students' petitions have not advanced beyond the department level for some disciplines, thus depriving students of access to the Academic Petitions Committee and accurate record keeping.

Currently, Repetition Beyond a 3rd Time request must be filed with the Academic Petitions Committee (APC). To file the petition, a student must have an academic (faculty or professional) advisor's support, who provides an outline of the student's academic progress. The student must also outline in a letter reasons for the request, and steps taken to be successful in repeating the course. The APC, composed of a representative from each of the schools, reviews the petition and required documentation, then submits their votes to

Academic Programs, where the Associate Dean of Undergraduate Studies determines approval of the petition based on the weighted evidence. Crucial, under the current system the Department/Program chair of the course to be repeated is not consulted, which has implications on course enrollment impacts.

The new process will include consultation of support by the chair of the petitioned course Department/Program. Having more levels of review will provide a clear level of due process to the students, greater clarity in advising, and consideration of *decision criteria*, including university resources, students' academic needs, time to degree circumstances, course enrollment impacts, and potential financial aid limits. Thus, the decision to grant approval will be based on the weighted evidence of support from the student's submission, the academic advisor's progress analysis, the chair's deliberations, and the number of APC votes.

**Suggested Catalog Change:**

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**Under Registrar's Office and Academic Policies, Repeating Courses:**

**2. Additional course repeats**

**Repeating Courses**

As declared in Executive Order 1037, the university limits the number of times an undergraduate student may repeat a course. The number of credit units counted toward the baccalaureate degree is limited to that of a single registration for that course. The limits below apply to courses taken through the main campus and through Open University. These policies apply only to courses with grades of C- or lower.

**a. Repeats with grade forgiveness**

CSUB students will be limited to 16 semester (24 quarter units of course repeats with forgiveness (grade replacements). These are the courses that students retake and for which the lower grade is no longer used in GPA calculations, though both grades remain on the transcript. The original coursework for which students petition to replace grades may have been taken at CSUB or some other institution. If the student took the course the first time at CSUB, they cannot retake the course elsewhere and replace the grade. ~~Only courses with grades of C- or lower can be repeated for forgiveness.~~ Students can repeat with forgiveness at most two occurrences of an individual course. Students cannot use the repeat with forgiveness policy on any course for which the course grade was the result of a finding of academic dishonesty. Qualified students may get the Repetition of Course Petition form from the Records Office (SA 103, 661-654-3036) or from the Admissions and Records website. The petition does not require any approvals and may be filed at any time, although students are encouraged to file soon after they have completed the repeated course.

**b. ~~Additional course repeats~~ Repeats with grades averaged**

Beyond the 16 semester units of "repeats for forgiveness", students will be limited to an additional 12 semester (18 quarter) units of repeated coursework. For such courses, both (or all) grades are used in GPA calculations.

**c. Course repetitions**

In addition to the above limits on repeat units, a student is allowed to attempt a course three times without petition. Any attempts beyond the third must follow the petition process outlined below.

**d. Petitions for additional repeat with forgiveness units or for additional regular repeat units ~~or for additional course repetitions beyond the third attempt~~**

Students needing (i) to raise either their CSUB, overall, major, or minor GPA in order to graduate; or (ii) to progress towards degree completion on a timely basis, may petition the Academic Petitions Committee (APC) to: (i) replace grades beyond the 18 semester units of repeat for forgiveness (part (a) above) allowed by the university; ~~or~~ (ii) repeat courses beyond the 12 additional units (part (b) above) allowed by the university; or (iii) repeat a course beyond the third attempt (part (c) above) allowed by the university. ~~Approval of such petitions is not automatic.~~ Students should contact the Academic Programs Office (EDUC 242, 661-654-3420) to get information regarding the content and format for ~~their these petitions to repeat courses and replace grades beyond the limits.~~ Approval of such petitions is not automatic.





**Repetition of Course Beyond 3<sup>rd</sup> Attempt**  
 California State University, Bakersfield | Academic Programs Office  
 9001 Stockdale Highway | Bakersfield, CA | 93311-1022  
 (661) 654-3420 | Fax (661) 654-6911

A Student may repeat a course at California State University, Bakersfield in order to have the new grade replace or average the original one in computing the grade point average. All grades will remain on the transcript and a notation will be made indicating that the prior grade is to be averaged or disregarded from all consideration associated with requirements for the Baccalaureate Degree.

**Conditions of this petition are:**

1. This course repetition policy applies only for courses repeated at CSUB and will not apply to course repeated at another institution.
2. The previous grade is a C-, D+, D, D-, F or WU, grades of C or better cannot be retaken.
3. The student will not have exhausted the number of allowable repeat unit limit, including the units requested in this petition.
4. The original grades will remain in the GPA until a letter grade (A-F or WU) is received in the repeated course. The repeated courses cannot be graded CR/NR.

\* **NOTE:** If a student has exhausted the number of allowable repeat units, then they must file with the office of Academic Programs a Petition for Exception requesting additional repeat units:  
<http://www.csub.edu/academicprograms/Undergraduate%20Studies/Academic%20Petitions%20Committee/index.html>

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First  
 Address: \_\_\_\_\_ Student ID: \_\_\_\_\_  
City State Zip Major: \_\_\_\_\_  
 Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

I hereby petition to repeat: \_\_\_\_\_ during the: \_\_\_\_\_  
(department & course number) (quarter and year)

On a separate sheet(s), please give the details and justification for your request. Be sure to address all of the items on the guidelines for your particular petition. If any part of your request deals with immediate graduation issues, you must attach a copy of your grad check response. **IMPORTANT!** All letters accompanying petitions must be typed and addressed to the Associate Dean of Undergraduate and Graduate Studies. Handwritten petitions will not be accepted nor will our office accept petitions written with grammatical, syntactical, spelling and other errors.

Signature of Student: \_\_\_\_\_

**Recommendation of Faculty/Advisor in which petitioner's major falls (REQUIRED)**

Support  Don't support  Comments: \_\_\_\_\_

Faculty/Advisor Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Printed Faculty/Advisor name: \_\_\_\_\_

**Associate Dean of Undergraduate and Graduate Studies Action:**

Date: \_\_\_\_\_ Approved  Denied

Comments: \_\_\_\_\_

Approving Signature: \_\_\_\_\_

**Required Signatures:**

All the following **signatures are required**. If you are unable to obtain a signature, indicate the process you have taken to obtain signatures on a separate sheet and attach directly behind this form.

Faculty/Advisor signature in which petitioner's major falls: \_\_\_\_\_  Support  Do Not Support

Date Signed: \_\_\_\_\_ Basis for Recommendation: \_\_\_\_\_

\_\_\_\_\_

Chair signature of course repetition discipline: \_\_\_\_\_  Support  Do Not Support

Date Signed: \_\_\_\_\_ Basis for Recommendation: \_\_\_\_\_

\_\_\_\_\_

Associate Dean of Undergraduate Studies Signature: \_\_\_\_\_  Approved  Denied

Date Signed: \_\_\_\_\_ Basis for Approval/Denial: \_\_\_\_\_

\_\_\_\_\_