

REPEATING COURSES WITH FORGIVENESS

An **undergraduate** student may repeat with forgiveness a maximum of two courses (lower or upper division) at CSU, Chico. Petitions must be filed with the Student Records and Registration Office. The following criteria will be used to screen requests and, if approved, the previous grade will be excluded from the grade point average computation:

1. the earlier attempt resulted in a grade of C- or lower;
2. the student has not exceeded the two course limit;
3. the student has already enrolled in or completed the proposed course;
4. the petition to repeat a course with forgiveness is submitted by the student to Student Records and Registration before the student graduates;
5. there is no regression involved;
6. the original grade was not a result of academic misconduct, documented through the Office of Student Judicial Affairs

IF YOU WISH TO REPEAT A COURSE WITH FORGIVENESS, YOU SHOULD BE AWARE THAT:

- The repeat form must be signed and submitted to the Student Records and Registration Office in the Student Services Center Room 220 prior to graduation.
- This policy applies only to a course repeated at Chico, **not elsewhere**.
- You may apply this policy to courses you are repeating at Chico that you initially took elsewhere in which you earned a "C-" or less.
- If the class was taken Credit/No Credit the first time, do not file a form to repeat with forgiveness.
- If the course was taken the first time for a letter grade, it may be repeated under the Credit/No Credit option, but a grade producing "Credit" must be earned for the forgiveness rule to be applied.
- This policy may not be used to remove a grade symbol of incomplete (I), no credit (NC) or withdrawn/drop (W). An "I" grade repeated reverts to an "F."
- All prior enrollments and grades earned will remain on the permanent academic record and will carry an indicator that the course has been repeated.
- If you have graduated from the university, you may not use the provisions of this policy to repeat for forgiveness a course taken prior to your date of graduation.
- Except where specifically noted in catalog course descriptions and class schedule footnotes, units passed for a course count only once toward degree requirements.
- If a form to repeat with forgiveness is not filed or approved and the course is completed, the grades earned will be governed by the "General Repeat Policy" which calculates both grades in the grade point average if the first attempt resulted in a grade of C- or lower. (See University Catalog, "Repeating Courses".)
- When a student repeats a course in which the grade first earned was a "C" or better, neither units nor grade points will be counted toward degree requirements for the second course.
- Other schools outside the California State University system, including professional and graduate schools, may not honor our "repeat with forgiveness" policy.
- Veterans and veteran dependents receiving V.A. benefits should check with the Veterans Affairs Office to determine eligibility for benefits of repeated courses.
- This policy will only be honored for course(s) specified on this form. If an additional repeat attempt is made, an additional form must be submitted.

If you are a graduate student, please contact the Graduate School, Student Services Center Room 440, (530) 898-6880.

Complete the **reverse side** of this petition form and submit prior to graduation to Student Records and Registration, Student Services Center Room 220.

**REPEATING COURSES WITH FORGIVENESS
FOR UNDERGRADUATES**

*Please complete the appropriate portion(s) of this petition and submit it
to the Student Records and Registration Office, Student Services Center Room 220.*

PETITION TO REPEAT WITH FORGIVENESS

Name _____ CSU, Chico ID: _____

Print: Last First M.I

Proposed Course

Subject & Number (e.g. ENGL 001) Course Title Term/Year Taken

Previous Course

Subject & Number (e.g. ENGL 001, at Chico or ENGL 051 at transfer inst) Course Title Term/Year Taken

Number of Units 1st Grade Earned Univ. or College where taken (if not at Chico)

STUDENT'S VERIFICATION OF ENROLLMENT

I have read and understand the following statement and declare that I am now enrolled in the proposed course listed above. Students submitting a petition to repeat with forgiveness must be enrolled in the course being repeated prior to submission of the petition. If this petition is found to have been submitted prior to enrollment in the course, it will not be processed.

Student's Signature _____ Date _____

**DEPARTMENTAL CERTIFICATION OF COURSE EQUIVALENCY
FOR TRANSFER COURSES ONLY**

If the course being repeated was originally taken at another institution, equivalency of the course in which the student is now enrolled in must be certified by the department. I certify that the course the student has proposed to use to repeat with forgiveness is equivalent to the previous course and that these courses have been listed above correctly.

Department Chair's Signature _____ Date _____