

Petition for Additional Repetition of Courses

Instructions and Supplemental Form

Student Name: _____ **Student ID:** _____

See the current University General Catalog for these policies: "Repeating Courses," "Repeats with forgiveness," "Additional course repeats," and "Petitions for additional repeat with forgiveness units or for additional regular repeat units" before filing a petition.

Handwritten petitions will not be accepted. **The petition must contain the recommendation and signature from a faculty member or academic advisor.**

- Students needing to raise either their CSUB, overall, major, or minor GPA in order to graduate on a timely basis, may petition the Academic Petitions Committee to:
 - a) Replace grades beyond the 16 semester units of repeat for forgiveness
 - b) Repeat courses beyond the 12 additional semester units. For such courses, both (or all) grades are used in GPA calculations.
- This policy only applies to course which were repeated in the Fall 2009 term or later according to Executive Order 1037.
- Only courses with final grades of "C-" (1.7) or lower can be repeated for grade replacement purposes.

The petition must provide:

1. A list of the courses you have already repeated, including the term taken, course units, and grade received. This list may be generated through PeopleSoft and included as an attachment.

Term	Course Number and Title	No. of Units	Grade	Grade forgiven?	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No

2. A list of courses you are requesting to repeat, including the term taken, course units, and grade received. Please indicate if you are also requesting grade forgiveness.

Term	Course Number and Title	No. of Units	Grade	Grade forgiven?	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No

3. In your letter to the APC, please explain why you believe you should be permitted to go beyond the limit of 28-units of course repetition (16-units of grade forgiveness & 12-units averaged), and, if applicable, why you should receive additional units of forgiveness.