



## 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: \_\_\_\_\_

### 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: \_\_\_\_\_  Approved  Denied

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