



California State University, Long Beach
 Enrollment Services: Records Management

Request for Repeat-Delete of a Transfer Course

Name	Student I.D. Number		
Address			
City	State	Zip Code	Telephone Number

I intend to repeat a course at CSULB in which I initially earned a grade of D,F,U, or NC at another college or university.

Transfer Course Name & Number	College Name	Original Grade	Semester/Year
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I understand that the deletion of the first attempt of the course will only be reflected in my CSULB transfer credit summary. No adjustment or correction will be made to the academic transcript of another college or university. I understand that the deletion is subject to the following regulations:

- The student must be an undergraduate student or a post-graduate student pursuing a second baccalaureate degree.
- The student must have received a D, F, U, or NC in the first attempt.
- The student must receive an A, B, C, or CR in the second attempt of the course at CSULB.
- Third or subsequent attempts are not prohibited, however, all attempts will remain in the grade point determination, and the units earned in the course will be applied to the degree only once.
- The request to repeat a course at CSULB that was originally completed at another school is subject to the approval of the CSULB department in which the equivalent course is taught. An official transcript from the institution where the original course was taken must accompany the petition, along with the course description from that same year.

Student Signature	Date
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NOTE: You will be contacted only if we are unable to grant the repeat-delete because you fail to meet one or more of the above conditions.

For Department Use Only

- I have evaluated the course description of the course identified above and approve the equivalency to the following course at CSULB:

Department: _____ Course Number: _____ Semester: _____

- There is no equivalent course at CSULB.

Department Signature: _____ Date: _____

For Enrollment Services use:

_____	Correction posted	_____	No Action
Date		Date	
_____	Denied due to the policy checked above		
Date			