

# California State University, Long Beach

## Enrollment Services

### EXCEPTION TO ACADEMIC POLICY FOR UNDERGRADUATE LIMIT

#### Repeat a Course More Than Once & Repeat a Course for Audit

An exception to Academic Policy on Undergraduate Limits will be considered only in cases of demonstrated need (usually to avoid undue delay in graduation) and documented circumstances which support the potential for the student's future academic success.

**An undergraduate student may not enroll in or receive unit credit for a course for which the student has already received a grade of A, B, C, or CR, including a university-level course taken at a high school or another college or university.**

Name (Last, First, MI) _____	Student ID Number _____	Major _____
Expected Date of Graduation _____	Overall GPA _____	CSULB GPA _____
Phone _____	Term _____	

**DIRECTIONS:** Submit a statement, unofficial transcript and Academic Requirements Report to the Associate Dean of the College which offers your program of study. Please include in your statement an explanation of why you want to repeat the course, including evidence of changes in your academic behavior and goals that will lead to academic success. If the Associate Dean approves your request, please submit the completed form along with all documentation to Enrollment Services, BH 101.

- Repeat a Course More Than Once:** An undergraduate student with extenuating circumstances may request to repeat a course more than once if the student fails to achieve an **A, B, C, or CR** in the second attempt. In such cases, the additional repeat will not result in the forgiveness of a prior grade. All attempts will be used in GPA calculation.
- Repetition of Course for Validating Major Requirements:** An undergraduate student completes a course with a grade of **A, B, C, or CR** but is required by the department to register for the course again for the purpose of validating major requirements. Units earned through the additional repeat will not count toward the degree or GPA calculation.
- Repetition of Course to Refresh Knowledge - Audit Only:** An undergraduate student completes a course with a grade of **A, B, C, or CR** and wishes to register for the course again only to refresh knowledge may do so but only by enrolling with an audit (**AU**). Enrollment for Audit is based on space availability in the class. The Audit Form must accompany this request.

#### List Previous Course Attempts and Grades

Course Subject & Section #	Course Title	Term	Units	Grade

Proposed Class Schedule for Term (Select One)       Fall     Winter     Spring     Summer

Total Units Requested \_\_\_\_\_

Course Subject & Section #	Course Title	Units

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

#### FOR DEPARTMENT USE ONLY

Associate Dean _____	Date _____	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny
----------------------	------------	----------------------------------	-------------------------------