

UNIT LIMITS FOR REPEATING AND WITHDRAWING FROM A COURSE FOR UNDERGRADUATES EFFECTIVE FALL 2009

Beginning Fall 2009, CSULB will implement new *Withdrawal and Repeats/Grade Forgiveness* policies for Undergraduates.

The following is an outline of the new Withdrawal Policy.

- You may withdraw from a **maximum of 18 units** over the course of your entire CSULB undergraduate career.
- Medical Withdrawals and Withdrawals for reasons beyond your control will not count toward this total and will be recorded as a **WE** (Withdrawal by Extenuating Circumstance).
- Withdrawals during the **first two (2) weeks of the semester** by way of MyCSULB are not recorded and do not count against your withdrawal limit. Withdrawals after the second week of the semester require a form and instructor approval and will count toward the 18 unit limit.
- If you do not officially withdraw from a course and fail to complete sufficient work to receive a letter grade (A-F) you will be assigned a **WU** (Unofficial Withdrawal). For the purposes of grade point average, this symbol is equivalent to an **F** and does not count toward your withdrawal limit.
- A **WU** will **not** be changed to a **W** (Official Withdrawal) at the end of the first semester for any student.

Repeating Courses and Grade Forgiveness allows you to:

- repeat up to 28 units, of which a maximum of **16 units** can be for Grade Forgiveness. Only the units awarded for the original attempt count toward the 28 units.
- repeat courses only if you earned a **D, F, WU, or NC** (No Credit). The course must be repeated at CSULB.
- earn an **A, B, C** or **CR** (Credit) on the **second attempt** for Grade Forgiveness (only the grade awarded for the second attempt counts toward your GPA). Second attempts resulting in **WU, F, or D** will result in grade averaging – all grades will count toward your GPA.
- attempt an individual course **a third time only with permission** from an academic advisor. In rare cases in which a third attempt is allowed the grades in all three attempts will count toward your GPA.

You may **not** use Grade Forgiveness if the original grade was the result of academic dishonesty.

Once you have reached the 28 unit limit, you will not be allowed to repeat any additional courses without an approved academic appeal. **Remember, only the units awarded for the original attempt count toward the 28 units.**

EXAMPLE	First Attempt	Second Attempt	Units for Grade Forgiveness	Units for Grades Averaged	Total Units Toward the 28 Unit Limit
#1	F	C	3	0	3
#2	F	D	0	3	3

REMEMBER: These limits apply only to undergraduates and to units attempted at CSULB beginning Fall 2009. Repeats and withdrawals recorded prior to Fall 2009 will not count toward these limits.