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6 **REPETITION OF COURSES**7
8 (Supersedes PS-91-08 and 99-17. Consistent with Executive Order 1037)9
10 This policy was recommended by the Academic Senate on April 30, 2009
11 and approved by the President on May 5, 2009.12
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14 Most courses at CSULB may be completed only once for credit. Certain other courses (see below) may be repeated
15 for additional unit credit. Within limits (see below), any course at CSULB may be repeated for grade forgiveness or
16 grades averaged but without additional unit credit.17
18 **Repetition of Courses with Grade Forgiveness or Grades Averaged**19 Undergraduate students (students who have not yet earned a baccalaureate degree) may repeat, for the purpose of
20 excluding the grade from grade point determination (i.e., grade forgiveness), courses taken at California State University,
21 Long Beach in which a grade of D, F, or WU was received subject to the limits established below. Undergraduate
22 students may repeat courses in which a grade of NC was received for grades averaged only subject to the limits
23 established below. Students pursuing second baccalaureates, credentials, certificates, or master's or doctoral degrees
24 may not repeat courses for grade forgiveness, although they may repeat courses for grades averaged without limits.25
26 **Courses taken first at CSULB**27 Eligible students may repeat a course once for the purpose of grade forgiveness if the course was repeated only at
28 CSULB. The adjustment is automatically calculated at the end of the semester in which the course was repeated A,B,C
29 or CR. Although the first grade will remain on the student's permanent record, only the grade and grade points of the
30 repeated course on the second attempt will count toward the grade point averages and units earned, provided the second
31 grade was A,B,C, or CR. If the second grade was D, F, or WU, then both grades will count toward the relevant grade
32 point averages (i.e., grades averaged), and the attempt will count toward the limits for grades averaged detailed below.
33 Students with extenuating circumstances may file a Petition for Exception to Academic Policy with Enrollment Services to
34 repeat a course more than once if they fail to achieve a A, B,C, or CR. In such cases, the additional repeat will not result
35 in the forgiveness of a prior grade (i.e. grades averaged only).36 Although there is no time limit for repeating a course, no student's permanent record may be altered after a degree
37 has been granted based on attempts to successfully repeat a course in which a grade of D, F, or WU was obtained.38 Undergraduate students may repeat up to 28 units they attempted first at CSULB in order to achieve a C, B, A, or CR
39 in the course. These students may repeat up to 16 of the 28 units for forgiveness of a prior grade in the calculations of
40 grade point averages, subject to the provisions above. Only courses attempted at CSULB count toward the unit limits.
41 The unit value of a course counts only once toward the unit limits regardless of the number of times the student repeats
42 the course at CSULB. Once a student reaches the 16 unit limit, the student may not repeat any additional courses at
43 CSULB for grade forgiveness. Students may repeat up to an additional 12 units at CSULB for grades averaged (i.e., not
44 for grade forgiveness), after which they may not repeat any additional courses at CSULB for grade forgiveness or grades
45 averaged. No courses repeated prior to the fall semester 2009 count toward the 28 unit limit. No courses for which a W
46 was awarded count toward the 28 unit limit. Undergraduate students may appeal these limits for such reasons as
47 immediately impending graduation.48 Grade forgiveness shall not be applicable to courses for which the original grade was the result of a finding of
49 academic dishonesty.50
51 **Courses taken first at another institution**52 If eligible students wish to exclude from grade point determination a grade of D, F, or WU in a course taken at
53 another institution, they may do so by enrolling in an equivalent course at CSULB and filing a Petition for Exception to

54 Academic Policy with Enrollment Services. The department in which the course is taught must indicate on the petition
55 which particular course may be taken to replace the previous grade in the calculation of grade point averages. An official
56 transcript from the institution where the original course was taken must be on file at CSULB. Only one repeat is allowed
57 for the purpose of grade forgiveness, and only the repeated grade and grade points will be used in the determination of
58 grade point averages, provided the second grade was A,B,C or CR. If the repeat attempt at CSULB results in a grade of
59 A,B,C or CR the units will not count toward the 28 unit limit. If the repeat attempt at CSULB results in a grade of D, F, NC,
60 or WU, the student may repeat the course one additional time but only for grades averaged, and the units of the first
61 attempt at CSULB will now count toward the 12 unit limit.

62 A grade received in a course taken at another institution may not be used to replace a grade in an equivalent course
63 taken at CSULB in the calculation of grade point averages but may be used to replace it for other purposes, subject to
64 approval by the appropriate authority at CSULB, such as an advisor in the major.
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66 **Repetition of Courses for Credit**

67 A student may repeat for additional units or credit toward a baccalaureate or graduate degree any course specified as
68 repeatable for credit in the CSULB catalog up to the limits specified. Each department determines the unit limits and any
69 other limitations for its courses that may be repeated for credit. Except for courses specified as repeatable for credit and
70 upper-division courses in an undergraduate student's major completed more than ten years prior to graduation, an
71 undergraduate student may not enroll in or receive unit credit for a course for which the student has already received a C,
72 B, A, or CR, including a university-level course taken at a high school or another college or university. Courses repeated
73 for the purpose of validating major requirements will not count either as additional unit credit or toward the calculation of
74 grade point averages. If a student completes a course with a grade of C, B, A, or CR and wishes to register for the course
75 again only to refresh knowledge, then the student may do so but only by enrolling with an audit (AU).
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79 EFFECTIVE: Fall 2009