Grade Forgiveness Request

Use this form to select your options and record approvals when you take the same course more than once. Please review the Repeating Courses policy in preparation for completing this form.

STUDENT IDENTIFICATION

Bring your Golden Eagle One Card or other photo identification when dropping off this form to the Admissions and Records Center, SSB, 1st Floor

CIN:		Name:	
Have you applied for graduation?	No ◯ Yes ◯	Year / Term:	/

Consult with your advisor before repeating a course for Grade Replacement. Grade replacement is the circumstance under which the new grade replaces the former grade in terms of the calculation of GPA. Grade Replacement does not result in the removal of the original record and grade from your transcript. Grade replacement shall not be applicable to courses for which the original grade was a result of a finding of academic dishonesty. This policy is limited to courses taken at Cal State LA. Repeating courses may also impact your financial aid.

REPEATED COURSE

Undergraduate students may repeat up to 16 semester units (24 quarter units) with grade forgiveness.

Subject:		Number:	
Cross Listed	No ◯ Yes ◯	PaGE / Extension:	No ◯ Yes ◯

Undergraduate students may not repeat for credit any course already completed with a grade of C (2.00 grade points) or better.

First Attempt Term / Year:	/	Grade Received	
Second Attempt Term / Year:	/	Grade Received	

Effective Fall 2016, undergraduate students who wish to repeat an individual course a second time must complete the **Repeat Limit Exception Request** form to create an action plan with the appropriate academic advisor and receive approval from the college associate dean or designee of their major course of study. This limit applies to courses completed at Cal State LA, whether as a matriculated student or through the College of Professional and Global Education or Open University. If you are repeating a course a second time you must submit an approved **Repeat Limit Exception Request** form prior to enrollment.

Final Attempt Term / Year:	/	Grade Received	

I understand that undergraduate students may repeat a course no more than two times (a maximum of 3 times taking the same course).

Sending this form from your Cal State LA email address constitutes your electronic signature.

REPEAT A COURSE THAT IS NO LONGER OFFERED BY CAL STATE LA

Complete this section if the course you need to repeat is no longer offered by Cal State LA. You may take a different course with similar content with the approval of the department offering the original course. The number of units earned and calculated will be based on the new course.

Alternate Course Subject:		Number:	
I authorize the use of the indicated alternate course for Grade Forgiveness			No ◯ Yes ◯

Attach Department Chair approval to your email when sending this completed form to records@calstatela.edu.

OFFICE OF THE REGISTRAR USE

All values are stated in semester units (quarter units * 0.66667)

Total semester units of grade forgiveness already used:	
Plus total semester units for this request:	
New total semester units of grade forgiveness (must be ≤ to 16 semester units):	

Repeating Courses, Repeating Courses for Grade Replacement and Repeating Courses with "Grades Averaged"

Unless otherwise indicated in the University Catalog, undergraduate students may repeat a course no more than two times (a maximum of 3 times taking the same course). Undergraduate students who wish to repeat an individual course a second time must create an action plan with the appropriate academic advisor and receive approval from the college associate dean or designee of their major course of study. These limits apply to courses completed at Cal State LA, whether as a matriculated student or through the College of Professional and Global Education or Open University.

Repeating courses under this policy does not result in the removal of the original record and grade from the transcript.

Individual colleges and departments/divisions/schools/programs may have additional restrictions on repeating courses.

Use the Repeat Limit Exception Request form when attempting the same course a third time.

Unless otherwise indicated in the University Catalog, undergraduate students may not repeat for credit any course already completed with a grade of C (2.00 grade points) or better and post-baccalaureate or graduate students may not repeat for credit any course already completed with a grade of B (3.00 grade points) or better.

Repeating Courses for Grade Replacement

Grade replacement is the circumstance under which the new grade replaces the former grade in terms of the calculation of GPA. Grade replacement shall not be applicable to courses for which the original grade was a result of a finding of academic dishonesty.

Use the Grade Forgiveness Request form if you are eligible for a GPA adjustment.

Students may replace up to a maximum of 16 semester units of repeated coursework and this policy is limited to courses taken at Cal State LA, whether taken in a matriculated status or as coursework, completed through the College of Professional and Global Education or Open University. Grade replacement shall occur only when the same or equivalent course is taken a second or third time at Cal State LA. For purposes of grade replacement, a repeated course is considered equivalent to the original course if the only alteration to the course is its name and/or course number. In the case of different courses with similar content, students must petition the chair of the department offering the original course to verify that the course is an appropriate replacement. In cases where the original course carries a different number of units than the course that will be replacing it, the number of units earned and calculated will be based on the new course.

Use the Grade Forgiveness Request form to petition to use an alternate course for a GPA adjustment.

In computing grade point averages for graduation with a baccalaureate from this institution, units attempted, units earned (if any), and grade points (if any) for up to two previous attempts of the same or equivalent course shall be excluded when conditions specified in this policy are met.

Repeating Courses with "Grades Averaged"

In addition to the 16 semester units for which grade replacement is permitted, undergraduate students may repeat 12 semester units with the grade earned in the repeated course calculated into the student's overall grade-point average. The original grade is not replaced by the repeated grade; both grades are used for the calculation of the grade point average and remain on the student's records.