Repeat Limit Exception Request

Use this form to request approval to repeat a course a second time (a third time taking the same course). 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 in the Records Office, ADM 409

CIN:		Name:	

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 the second time must use this form to create an action plan with the appropriate academic advisor and receive approval from the college of their major course of study. Repeating courses under this policy does not result in the removal of the original record and grade from the transcript. If eligible, please use the **Grade Forgiveness Request** form to request an adjustment to your GPA.

REPEATED COURSE

Identify the course you are requesting to repeat a second time (third time taking the same course):

Subject:		Number:	

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	

Explain why you want to repeat the course. Include evidence of changes in your academic behavior and goals that will lead to academic success.

SECOND REPEAT REGISTRATION DETAILS

Records Office staff will manually add you to the second repeat section identified below if the following requirements are met:

1. You are eligible to enroll for the indicated term and have paid sufficient tuition and fees for the additional units
2. The additional units will not cause you to exceed the maximum academic load for the term
3. You meet all prerequisites and have received the necessary permits from the department offering the class
4. You have no holds on your account that prevent enrollment

Year and Term (e.g. 2016 Fall)	Class Number (e.g. 91234)	Course Subject (e.g. MATH)	Course Number (e.g. 2400)	Section (e.g. 01)	Units (e.g. 3)

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.

AUTHORIZATION FOR SECOND REPEAT

Action Plan filed?	◯ No ◯ Yes	Date:	

I authorize this student to repeat the indicated course a second time.

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

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.