

## Postbaccalaureate Petition to Repeat with Forgiveness

Office of Graduate Studies  
California State University, Chico  
Chico, CA 95929-0875

Once students have a bachelor's degree, they may not raise their undergraduate grade point average by repeating a course taken as an undergraduate. If they wish to repeat a course with forgiveness that they have taken as a postbaccalaureate, they must file a petition in the Office of Graduate Studies. Postbaccalaureate students pursuing a second baccalaureate, second major, credential or minor are subject to the undergraduate repeat policy and may repeat with forgiveness a maximum of two courses at CSU, Chico in which the earlier attempt resulted in a grade of C- or lower. Students pursuing a master's degree or other objective not noted in the above categories may repeat with forgiveness a maximum of one course at CSU, Chico in which the earlier attempt resulted in a grade of B- or lower. The petition must be approved by the appropriate graduate coordinator or postbaccalaureate advisor.

Approval to repeat a course with forgiveness may be granted according to the following stipulations. If the petition is approved, only the last grade earned will be calculated in the grade point average.

1. The earlier attempt resulted in a grade of C- or lower for students pursuing a second baccalaureate, second major, credential or minor; a grade of B- or lower for students pursuing a master's degree or other postbaccalaureate objective.
2. The student has not exceeded the applicable course repeat limit noted above.
3. The student is already re-enrolled in the course.
4. No regression is permissible.
5. A course which may be taken more than once for credit may not be repeated with forgiveness.
6. Equivalency must be clearly established for courses originally completed at another institution.
7. Students may not petition to repeat at another institution a course which was originally taken at CSU, Chico.
8. The student's grade in the original course was not a result of academic misconduct, documented through the Student Conduct, Rights, and Responsibilities office as a violation of the *Code of Student Rights and Responsibilities (EM 08-040)* and *Policy on Academic Integrity (EM 18-011)*.

### **If you wish to repeat a course with forgiveness, you should be aware of the following.**

- \* All grades will remain on the student's permanent record, but the record of the previous grade in the course will be marked to indicate that the course has been repeated.
- \* This policy applies only to a course repeated at CSU, Chico, not elsewhere.
- \* The forgiveness policy may not be invoked to remove an incomplete (I), or withdrawal (W), nor does it apply to a course first taken Credit/No Credit. An I grade repeated will revert to IC and be counted as an F in the grade point average calculation.
- \* A course may be repeated under the Credit/No Credit option, but a grade producing credit must be earned for forgiveness to be applied.
- \* Except where specifically noted in catalog course descriptions and class schedule footnotes, units passed for a course count only once toward degree requirements.
- \* If a petition to repeat with forgiveness is not filed or approved and the course is completed, the grades earned will be governed by the "General Repeat Policy" which calculates both grades in the grade point average if the first attempt resulted in a grade of C- or lower for students pursuing a second baccalaureate, second major, credential or minor, or B- or lower for students in a master's degree program or other postbaccalaureate objective.
- \* When a student repeats a course in which the initial grade earned was C or better (if pursuing a second baccalaureate, second major, credential or minor) or B or better (if pursuing a master's degree or other postbaccalaureate objective), neither units nor grade points for the second course will be counted toward degree requirements.
- \* Other schools outside the California State University system, including professional and graduate schools, may not honor this policy on repetition of courses with forgiveness.
- \* Veterans and veteran dependents receiving Y.A. benefits should check with the Veterans Affairs Office to determine eligibility for benefits of repeated courses.

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Please complete the appropriate portion(s) of this petition, obtain the required signatures, and submit it to the Office of Graduate Studies, Student Services Center, Room 460. This petition is for postbaccalaureate students only.

Name \_\_\_\_\_ Chico State ID \_\_\_\_\_

Proposed Course \_\_\_\_\_  
Dept. Prefix and Course Number \_\_\_\_\_ Course Title \_\_\_\_\_

Previous Course \_\_\_\_\_  
Dept. Prefix and Course Number \_\_\_\_\_ Course Title \_\_\_\_\_

University or College Where Originally Taken \_\_\_\_\_

Term/Year Originally Taken \_\_\_\_\_ Number of Units \_\_\_\_\_ Grade Earned \_\_\_\_\_

Term/Year of Repeat \_\_\_\_\_

**STUDENT'S VERIFICATION OF ENROLLMENT:** I understand that I must be enrolled in the course being repeated prior to submission of the petition to repeat with forgiveness and that I am currently enrolled in the proposed course indicated above.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPROVAL SIGNATURES

**INSTRUCTOR'S VERIFICATION:** I certify that this student is currently enrolled in the proposed course indicated above and understand that this is a repeat enrollment.

Instructor \_\_\_\_\_ Date \_\_\_\_\_  
Printed Name Signature

Graduate Coordinator or \_\_\_\_\_ Date \_\_\_\_\_  
Postbaccalaureate Advisor Printed Name Signature

Graduate Studies \_\_\_\_\_ Date \_\_\_\_\_  
Printed Name Signature

## DEPARTMENTAL CERTIFICATION OF COURSE EQUIVALENCY FOR TRANSFER COURSES ONLY

If the course being repeated was originally taken at another institution, equivalency of the course in which the student is now enrolled must be certified by the Department. I certify that the course the student has proposed to use to repeat with forgiveness is equivalent to the previous course.

Department Chair \_\_\_\_\_ Date \_\_\_\_\_  
Printed Name Signature