

### REPEAT WITH FORGIVENESS POLICY INFORMATION

An **undergraduate** student may repeat with forgiveness a maximum of 16 units at Chico State. Completed petitions should be submitted to Office of the Registrar. Petitions must meet all eligibility criteria and conditions of the policy. A form may not be required if you repeated a course spring 2012 or later and the previous attempt is a failing grade (F, WU, or IC).

**Eligibility Criteria.** The policy requires the student:

- Has earned a grade of C- or lower in the previous attempt;
- Is enrolled in or has completed the subsequent attempt;
- Has not exceeded the 16 unit limit for repeats with forgiveness;
- Has not graduated. A repeat with forgiveness cannot be applied once the student has been awarded an undergraduate degree;
- Is not requesting a repeat with forgiveness where regression has occurred. Regression occurs when a student successfully passes a higher level course and repeats a lower (prerequisite) level course;
- Is not requesting forgiveness of a subsequent attempt that is taken at another institution;
- Is not requesting forgiveness for a previous attempt that was a result of academic misconduct determined by Student Conduct, Rights and Responsibilities at Chico State; and
- Has not already been granted forgiveness for two prior attempts of the same course.

**Conditions related to grades earned.** The policy cannot be applied in cases where:

- The previous attempt was taken for Credit/No Credit.
- The subsequent course has a No Credit (NC) grade.
- The grade earned for the previous course is Incomplete (I) or Withdrawn (W).

**Conditions related to attempts at other institutions.** The policy only applies to courses repeated at Chico State when:

- The recent attempt is a Chico State course, or
- The previous attempt was completed elsewhere and the Chico State department offering the equivalent course approves and signs under Department Certification of Course Equivalency.

**Other important requirements:**

- When Repeat with Forgiveness policy is applied, the highest grade earned will be calculated in the GPA.
- If you repeat a course but it is not eligible for forgiveness, the *General Repeat Policy* (EM 10-018) is applied to the grades earned.
  - If the earlier attempt resulted in a grade of C- or lower both grades are calculated in the grade point average.
  - If the earlier attempt resulted in a grade of C or better, only the earlier attempt is calculated in the grade point average and counted toward degree requirements.
- Except where specifically noted in catalog course descriptions, units passed for a course count only once toward degree requirements.
- Other schools outside the California State University system, including professional and graduate schools, may not honor this policy when assessing the student record.
- Veterans receiving VA education benefits should consult the Office of Veterans' Affairs to determine the impact of course repetition on their eligibility for benefits.

**Approved and processed petitions**

All attempted units and grades remain on the academic record. Once an approved repeat petition is processed, the previous course is noted as repeated with forgiveness and the grade points and units attempted are removed from the student's GPA calculation, and the highest grade earned regardless of the semester of completion, will be calculated into the student's GPA.

**Request to move a Repeat with Forgiveness**

Students may request to move a repeat with forgiveness to another course. If making such a request, be aware that moving a repeat with forgiveness may not result in a change in GPA. For example, moving a repeat with forgiveness from a 3 unit course with a grade of F to another 3 unit course with a grade of F will not affect the GPA calculation. Submit your request in writing to the Office of the Registrar.

Graduate students must contact Graduate Studies, Student Services Center 460, (530) 898-6880.

**REPEAT WITH FORGIVENESS PETITION FOR UNDERGRADUATES**

*Office of the Registrar  
Student Services Center 110  
California State University, Chico  
Chico, CA 95929-0720  
Phone (530) 898-5142 Fax: (530) 898-4359*

Name: \_\_\_\_\_ Chico State ID: \_\_\_\_\_  
Last First M.I.

**Previous Course** - List the prior attempt below, the course in which a grade of C- or lower was earned.

\_\_\_\_\_  
Term/Year Taken Subject & Number (e.g. ECON 102) Course Title

If completed at another institution, complete these additional fields and seek department certification (see below):

_____	_____	_____
University or College where completed	Grade Earned	Number of Units

**Recent Course** - List the more recent attempt below, the course completed or in which you are currently enrolled.

\_\_\_\_\_  
Term/Year Taken Subject & Number (e.g. ECON 102) Course Title

**\*\*Repeat with forgiveness will be applied to the lowest grade earned, regardless of the semester of completion.**

**STUDENT'S VERIFICATION OF ENROLLMENT**

Your signature below certifies that you have reviewed the criteria, conditions, and policy information on the back of this form and have completed or are currently enrolled in the courses listed above. If the previous attempt was completed at another institution, you must obtain the Department Chair signature below.

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

**DEPARTMENTAL CERTIFICATION OF COURSE EQUIVALENCY**

This section should be completed by the Chico State department that offers the recent attempt if one of the following are met:

- The previous course listed above is a transfer course from another institution. My signature below certifies that the recent attempt is equivalent in content to the transfer course.
- The previous course is a Chico course that is no longer offered and the recent attempt has significantly similar content.

Department Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_

This form must be submitted to the Office of the Registrar prior to graduation.