

# CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

## PETITION FOR DISCOUNTING A REPEATED GRADE UNDERGRADUATE STUDENTS ONLY

(Post-Baccalaureate and Graduate Students: See Office of Graduate Studies)

Name: \_\_\_\_\_ Coyote ID: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

### **Discounted course information:**

Course Number and Title: \_\_\_\_\_  
Number(ex: Eng 101) Title(ex: English Composition)

Institution where taken: \_\_\_\_\_

Term and Year taken: \_\_\_\_\_ Grade received: \_\_\_\_\_

### **Repeated CSUSB course information:**

Course Number and Title: \_\_\_\_\_  
Number(ex: Eng 101) Title(ex: English Composition)

Term and Year repeated: \_\_\_\_\_ Grade received: \_\_\_\_\_

Have you filed a Graduation Check? Yes \_\_\_ No \_\_\_ If yes, indicate term \_\_\_\_\_

Grades in no more than five different courses may be discounted by repeating them.  
I have read and understand the guidelines listed on the reverse side of this form.

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

### **FOR OFFICE USE ONLY**

Course # \_\_\_\_\_

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Reason \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **TRANSFER TOTALS ONLY**

Units Attempted \_\_\_\_\_

Units Earned \_\_\_\_\_

GPA \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

RepeatedGrdWD/0408bl

## GUIDELINES FOR DISCOUNTING COURSES

1. The discounting\* of a grade in a repeated course is by petition only. Petitions should be filed after completion of the course being discounted.

\*Discounting, as used in these guidelines, means that when computing grade point averages, applicable units attempted, units passed and grade points shall be excluded. **The first attempt will remain on the transcript, with a footnote indicating the repeat of the course. The first attempt will not be calculated in the grade point average.**

2. Students may repeat a course only once in order to have the first attempt discounted. The grade earned in the second attempt will be the grade used. Subsequent repeats will be averaged when determining cumulative grade point averages.
3. Post-Baccalaureate and Graduate students must report to the Office of Graduate Studies to submit a petition for discounting.
4. No more than five different courses may be discounted by repeating.
5. A course may **not** be repeated for the purpose of removing an incomplete grade. **Only** incompletes that have changed to a letter grade or IC (Incomplete Charged) may be discounted on repeat.
6. Students on dismissal may repeat courses through CSUSB Extended Learning Open University Program and petition to have the grade earned treated as though it were taken in residence.
7. For courses repeated at an institution other than CSUSB, the overall grade point average will be averaged upon receipt of transcripts from that institution. Repeating a course at another institution will not have an effect on the student's CSUSB grade point average.
8. Grades for courses taken at one institution (other than CSUSB) and repeated at another institution (other than CSUSB) will be averaged when determining a student's cumulative transfer grade point average.
9. CSUSB will honor the repeat of course policy in effect at the institution issuing the transfer transcript.
10. Students may repeat, at CSUSB, courses transferred from other institutions and the transfer grade will be discounted if the preceding guidelines are met. Course equivalency will be determined by the evaluations section of the Office of Records, Registration and Evaluations.
11. Courses taken for undergraduate credit may not be repeated for discount as a post baccalaureate student.
12. Credit by examination (CBE) may **not** be used to discount a course taken previously.