



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

Division of Academic Affairs

Approved By: Academic Senate
February 6, 2018

Policy Number: SP 17-04

Effective Date: Fall 2018

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Course Repeat Policy

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Accountability:

Academic Affairs

Applicability:

All CSU Channel Islands undergraduate students

PURPOSE:

Revise Forgiveness of Previously Earned Grade Policy to align with Executive Order 1037 and common practice across CSU campuses, and also to provide clarity on points previously unaddressed.

Terms & Definitions:

Grade Forgiveness: The repetition of a course for the sake of improving upon an earlier unsatisfactory performance in which the new grade replaces the old grade in the calculation of the student's grade point average (GPA).

Grade Averaging: The repetition of a course for the sake of improving upon an earlier unsatisfactory performance in which the new grade does not replace the old grade(s) in the calculation of the student's GPA, and instead all grades are use in the GPA calculation. Courses are repeated for grade averaging after the limit of repetitions for grade forgiveness has been exhausted.

Additional Clarifications

- Courses designated in the catalog as “repeatable for credit” can be repeated up to the maximum as indicated in the course description and all grades received will be included in the calculation of the grade point average.
- All grades for a given course, regardless of whether it is repeated for grade forgiveness or grade averaging, will be maintained as a part of the student record and will appear on the student's transcript. Earned credit for a repeated course – other than a course designated as “repeatable for credit” – will be given only once.

BACKGROUND:

The current 12-unit limit for grade forgiveness does not fit most student situations, especially if they take a single 4-unit course for grade forgiveness. Approximately 47% more students are currently



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capped at 10 and 11 units versus 12 units. The individual course-repeat limit will remain more restricted than the EO requires, which is currently 16 units, as this is a good flag for intervention. Doing so will provide additional flexibility to progress in their degrees and minimize any regression or petitioning. Changing the title from Forgiveness of Previously Earned Grade Policy to Course Repeat Policy will allow students to more easily find the policy in the university course catalog.

POLICY:

The Course Repeat Policy may be used only by undergraduate students. It may not be used by graduate/post-baccalaureate students working on master's degrees, graduate certificates, or teaching credentials, or by unclassified post-baccalaureate students, even when they might take undergraduate courses. This policy is applied only to courses taken at CSU Channel Islands and repeated at CSU Channel Islands. Students may repeat courses only if they earned grades lower than a "C," e.g. grades of "WU," "F," "D-," "D," "D+," "C-," "NC," or "IC."

Course Repeats with Grade Forgiveness

- Undergraduate students may repeat up to a total of sixteen (16) semester units taken at CSU Channel Islands for forgiveness.
- Undergraduate students may repeat an individual course for grade forgiveness only once.
- If the second grade is equal to or higher than the first, then it replaces the first grade. If the second grade is lesser than the first, the original grade will remain in the grade point average. In either case the course repetition limit will have been met, and the units will apply towards the total unit limit for forgiveness.
- Grade forgiveness shall not be applicable to courses for which the original grade was the result of a finding of academic dishonesty.

Course Repeats with Grade Averaging

- Beyond the 16 semester units that can be repeated for grade forgiveness, students may repeat an additional 12 semester units for grade averaging. In such instances the repeat grade shall not replace the original grade; instead both grades shall be calculated into the student's overall grade point average.

EXHIBIT(S):

No Exhibits