

## **POLICY ON REPEATING CLASSES**

### **Criteria for Eligibility to Repeat a Course**

#### **Undergraduate Students**

This policy excludes repeatable courses until the maximum units allowed for the courses are completed. See University Catalog for identification for repeatable courses.

Undergraduate students may register for courses a second time only if they earned a grade of D, F, IC, or WU during the first attempt and they have not exceeded 28 units of repeated coursework.

Undergraduate students may not register to take a course more than two times until they complete the required paperwork, meet with the major advisor, obtain verification of all of the following conditions, and submit the verification to the major department chair for approval:

- a) they have not exceeded 28 units of repeated coursework,
- b) they received a grade of D, F, IC, or WU upon the second attempt of the course,
- c) the course to be repeated is a program requirement,
- d) the program they are pursuing requires a grade of C or higher in the course to fulfill a program requirement, and
- e) there are no other courses in the catalog that can be used to fulfill the program requirement.

The chair will not grant this approval unless all of these conditions are met.

If the request is approved, the student submits the required paperwork to the Admissions and Records office.

#### **Graduate Students**

Post baccalaureate students pursuing:

1. A second baccalaureate degree
2. A second undergraduate major,
3. A teaching credential, or
4. Who have no specific objective,

may repeat undergraduate courses in accordance with the requirements of this policy for undergraduates, if both attempts occur after the student attains post baccalaureate standing.

Students pursuing graduate degrees are not eligible to repeat undergraduate level courses for any reason.

Graduate level coursed may be repeated, but grade substitution is not allowed.

### **Repeating Courses for Grade Substitution and Grade Averaging**

A student may repeat a total of 28 units, 16 units of which may be used for grade substitution and 12 units of which may be used for grade averaging.<sup>1</sup>

Grade substitutions and grade averaging are applied to the student's academic transcript according to the order in which courses are completed.<sup>2</sup>

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<sup>1</sup> Courses repeated prior to Fall 2009 will not count toward the total of 28 units of repeat credit as described under Executive Order 1037.

<sup>2</sup> The 16 units of grade substitution does not necessarily have to be used before grade averaging is applied.

## **Grade Substitution**

A student can use up to a maximum of 16 units for grade substitution.

A grade substitution may be made only once for each course and only a higher grade or the same grade may be substituted for the original attempt. For the 16 units of grade substitution, the registrar will record the grade substitution without action by the student.<sup>3</sup> If the student receives a lower grade than the original attempt, the units attempted and grade points from both attempts will be used to compute the grade point average. In all cases, work will remain legible on the academic transcript ensuring a true and complete history.

Grade substitution is not allowed when the original grade was assigned based on academic dishonesty.

## **Grade Averaging**

A student can use up to a maximum of 12 units for grade averaging.

Grade averaging is used when the student has not reached the 12 unit maximum and the repeat of a course does not qualify for grade substitution.

The student's GPA will automatically be calculated by the registrar without action by the student. The units attempted and grade points for both attempts will be used to compute the grade point average. In all cases, work will remain legible on the academic transcript ensuring a true and complete history.

## **Repetition of Courses Taken at Other Universities**

A course taken at California State University, Fresno may not be repeated at another institution for grade substitution. However a course completed at another institution may be repeated by enrolling in a regular California State University, Fresno course determined by the Evaluation Office to be essentially equivalent. In the case of a course taken and repeated at another institution, the policy of the institution where the course was originally taken shall be followed. If it is not possible to determine that policy, there will be no grade substitution or averaging for the course taken at another university.

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Approved by Academic Senate December 1992

Approved by the President February 1993\*

Amended May 2000

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\*Implementation June 1, 1993.

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<sup>3</sup> Grade substitution and grade averaging are applied to a student's academic transcript in accordance with the order specified in this policy. Thus, students do not have the option to specify whether individual courses are repeated for grade substitution or grade averaging.