



# GRADE SUBSTITUTION BY REPEATING A COURSE

Admissions, Records & Evaluations

(559) 278-2261

*Please Print*

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Maiden or Middle

Student ID # \_\_\_\_\_

Address \_\_\_\_\_  
Number and Street  
\_\_\_\_\_  
City, State & Zip

Social Security # \_\_\_\_\_

Phone # \_\_\_\_\_

*Check one to indicate status*

Undergraduate  Postbaccalaureate Student - Not enrolled in Masters Program

Second Major

Credential only

Second Bachelor's degree

No specific objective

*Original Attempt*

Course: \_\_\_\_\_ Previous Grade: \_\_\_\_\_ Term/Year: \_\_\_\_\_

Taken at:  CSUF  Other Institution\* \_\_\_\_\_  
Name  
 CSUF Extension

\*If other, CSUF Evaluations Office approval: \_\_\_\_\_  
Evaluations Office Date

*Current/Second Attempt*

Course: \_\_\_\_\_ Term/Year: \_\_\_\_\_

Taken at:  CSUF  CSUF Extension

**I certify that I have read the information concerning the Grade Substitution Policy on the reverse side of this form.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Office Use Only*

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

Grade: \_\_\_\_\_

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

Initial: \_\_\_\_\_

Grade Points: \_\_\_\_\_

Date: \_\_\_\_\_

## CALIFORNIA STATE UNIVERSITY, FRESNO

### GRADE SUBSTITUTION BY REPETITION OF COURSES - POLICY

Undergraduate students and postbaccalaureate students who are not enrolled in a Master's Degree Program may repeat an undergraduate course at Fresno State in which a grade of "D", "F", "WU", "I", or "IC" was received. More specifically, only postbaccalaureate students pursuing (a) a second baccalaureate degree, (b) a second undergraduate major, (c) a teaching credential or (d) who have no specific objective, are eligible to repeat courses for grade substitution.

All units attempted will be used to determine the undergraduate student's grade point average and graduation eligibility unless the student repeats the course and requests the new grade be substituted for the original grade. A forgiveness substitution may be made only once for each course. To substitute a grade by repetition the student must file a petition with the Admissions, Records and Evaluations Office Service Windows, Joyal Building, **by the last day of the semester/term** during which the course is being repeated.

If a student repeats a course in which the original grade earned was a "C/CR" or higher, the repetition will be recorded on the student's transcript, but will not be substituted for the original grade.

Further, the units and grade points will be included in the student's total units/grade points by the computer until deleted from these totals by the Evaluations Office.

A course completed at another institution may be repeated by enrolling in a regular Fresno State course determined by the Evaluation Office to be equivalent. A course for which grade substitution has been granted at another institution may not be repeated for grade substitution at Fresno State. In addition, a course taken at Fresno State may not be repeated for a grade substitution at another institution.

#### Please Note:

1. To be eligible, a student must be an undergraduate or postbaccalaureate student, not a graduate student enrolled in a Master's Degree Program.
2. A higher grade or the same grade may be substituted for original attempt only.
3. A student may substitute only once for a particular course and for only one previous attempt.
4. "NC" is considered "no grade" and is not used to substitute for a "D", "F", or "WU".
5. No petitions are approved if filed after the end of the semester in which the baccalaureate degree was awarded, and no changes are recorded on a student's transcript after the first or additional baccalaureate degree or major has been posted and/or credential has been issued.
6. For the purpose of grade substitution, a "WU" grade is considered equivalent to an "F".
7. Certain mathematics and foreign language courses may not be repeated after the completion of higher level courses.
8. A postbaccalaureate student may repeat only lower-level division and upper-division undergraduate courses taken after completion of a baccalaureate degree. Courses for which a grade is substituted may not apply toward any master's degree requirements.
9. Graduate (200-series) courses may not be repeated for grade substitutions.
10. IF FIRST ATTEMPT WAS NOT TAKEN AT FRESNO STATE, APPROVAL FROM THE EVALUATIONS OFFICE IS REQUIRED.