

Exception to Course Repeat Policy

An undergraduate student may request to repeat a course more than once (third attempt) if the student fails to achieve a grade of C or better, or a CR, and an undergraduate student may also request to exceed overall repeat unit limits (28 total units; 16 max for forgiveness; 12 additional for grade averaging SP 17-04). In both circumstances, exceptions are considered only in cases of demonstrated need (usually to avoid undue delay in graduation) and must be approved by the appropriate designee.

Last Name:	First	: Name:	MI:	
Student ID:	Phone:	Email:		
Major:		Term requesting repeat enrollment:		
Expected Date of Graduation:_		Overall GPA*: *Can be found in your CI Academic Requir	CSUCI GPA*: ements Report (CARR) or unofficial transcript	

DIRECTIONS: Submit your request to the Registrar's Office (<u>registrar@csuci.edu</u>) for routing to your program chair or Academic Advising. If approved, requests must be processed by the Registrar's Office in order for you to enroll in your course in CI Records, so please plan in advance of your registration date. Note that courses or pre-requisite courses in your major must be approved by your program chair. General education or other courses may be approved by Academic Advising. Requests are term specific (e.g. repeating SOC 100 in Fall 2021). If you do not enroll for the requested term, you will need to resubmit.

List Previous Course Attempts and Grades:

Course Subject & Number	Course Title	Term	Units	Grade Earned

Note: If you are repeating a course taken in Spring 2020 (and have not taken it again in a subsequent term), approval signatures are not required per Senate Resolution 19-02. Please submit your request directly to the Registrar's Office for processing.

Reason for Excess Course Repeat(s):

(Staff Initials)

(Date)

Student Signature

BELOW IS FOR DEPARTMENT USE ONLY

Date

(Staff Initials & Date)

Chair/Director Signa	ature	Date	Approve	Deny			
Program Chair (major courses); Director/Associate Director of Academic Advising (GE/other)							
Comments:							
Administrative Use	Only-Registrar's Office						
Processed by	PS Update:	Student Notifica	ation:				