

## Undergraduate Policy on Repeating Courses

(Approved May 21, 2009)

The University recognizes that undergraduate students may need to repeat one or more courses in order to fulfill degree requirements and/or enhance previously acquired skills. However, students should seek academic advisement before deciding to repeat any course. Students should be aware that other institutions (e.g., medical schools, graduate programs, law schools) might not recognize this repeat policy and may use “forgiven” grades in recalculating grade point averages. The following rules apply:

1. A maximum of 16 semester units of CSU Northridge coursework in which a student earned less than a C grade may be repeated for the purpose of excluding grades (grade forgiveness) from the computation of the student’s overall GPA. Only the first 16 semester units are eligible for grade forgiveness.
2. An additional 12 semester units of coursework may be repeated for grade averaging, i.e. both the original grade and the repeat shall be calculated into the student’s total GPA.
3. Students cannot improve grades of courses taken at CSUN by repeating them at another institution. Students cannot improve grades of courses taken at another institution by repeating them at CSUN.
4. The stated limits (16 units for grade forgiveness and 12 units for grade averaging) apply only to units completed at CSU Northridge. The limits apply to all courses taken at CSUN, whether a student is matriculated or enrolled through self-support such as Extended Learning.
5. Registration in repeated courses is limited to the Nonrestrictive and Late Registration periods and is prohibited during the Registration-by-Appointment period.\* (see note below)
6. Undergraduate students may take an individual course no more than three times. Only one repeat per course is permitted for improving the grade, with the higher of the two grades counted in the student’s GPA. If a student enrolls in a course for a third time, the units attempted and any grade points earned will be averaged with all other grades earned for the course (except ones that were awarded grade forgiveness). On the third enrollment in a course, permission of the associate dean of the college of the student’s major (or the Director of Undergraduate Studies if the student is Undecided) is necessary.
7. Subsequent enrollment must be on the same basis of grading as the first.
8. Grade forgiveness is not applicable in courses for which the original grade was the result of a finding of academic dishonesty.
9. This policy does not pertain to repeats in courses such as Music Ensembles and Independent Study where the curriculum allows, permits or requires repeats.
10. This policy applies only to baccalaureate units, i.e., those that count toward the degree.

\*In Fall 09, no student may enroll in any course *for the purpose of repeating* until the first day of classes. Such repeating students will need to get permission of the instructor to enroll. SOLAR will block a student’s ability to repeat enrollment in a course until the first day of classes.