

Only one repeat per course (e.g., grade forgiveness) is permitted for improving the grade with the higher of the two grades counted in the student's GPA. All grades for the course will remain on the student's official transcript. During a third enrollment, the units attempted and any grade points earned will be considered with all other grade points earned for the course. Prior to submitting this request, it is recommended that you review the entire Repeat Policy at: <http://catalog.csun.edu/policies/repeating-courses-grade-forgiveness-undergraduate/>.

NOTE: Due to changes in Federal law, Financial Aid will NOT pay for third enrollments.

I understand that it is my responsibility to contact the Financial Aid Office to determine how enrollment in this course might affect my eligibility for aid. _____ (student initial here)

First Name: _____ Middle Initial: _____ Last Name: _____

Phone: _____ CSUN 9-digit Student ID: _____

CSUN Email: _____ Alternate Email: _____

CSUN GPA: _____ UDMajor GPA: _____ Term: _____ Year: _____ Major/Minor: _____

What course do you want to repeat? Course and Number _____ (e.g., BIOL 100)

Please list all previous attempts:

First attempt: Semester: _____ Year: _____ Grade: _____

Second attempt: Semester: _____ Year: _____ Grade: _____

Why do you need to repeat this course? What prevented you from earning an acceptable grade in this course during your previous enrollment(s)? What has changed that will enable you to complete this course with an acceptable grade this time?

Instructions for use of this form:

- 1) Please take this completed form to the Associate Dean of your major. * A list of Associate Deans is located at <http://www.csun.edu/~assocdeans>. Requests to repeat writing 113A/B, 114A/B, 115 or MATH 92, 93, or 97, may be taken directly to the Undergraduate Studies Office, University Hall, Room 215.
- 2) Attach a current copy of your Degree Progress Report.
- 3) The Department Chair and Associate Dean will review your request. If the Associate Dean's Office approves, they will provide instructions to obtain a permission number (from a faculty member or department chair or a position on the waitlist) for the class you have been cleared to add. This form does not give priority to the student who has a signed form, nor does it supersede any College, Department or faculty decision on the order or rank of student add requests.
- 4) When you receive a permission number, take this form to Admissions & Records, Bayramian Hall Lobby (BH 100) for instructions to add this class.

Student's Signature _____ **Date** _____

Department Chair's Signature (DNCBE ONLY) _____ Approved Denied

ASSOCIATE DEAN'S RECOMMENDATION: APPROVED DENIED Course ID Number _____

Associate Dean's Signature _____ College _____ Date _____

Chair/Associate Dean's Comments _____