

Instructions: This form is used to request to repeat a course and/or to exceed repeat limits.

1. Complete this form in consultation with your advisor.
2. Your advisor will help you route the form for review; approval route differs based on request type.
3. Submit approved form to the Registrar's Office prior to the add/drop deadline for the term you plan to enroll.
4. You will be notified via CSUMB email when your petition has been processed and you may enroll in planned courses.

Part 1: Student Information

Student ID	Last Name	First Name
Phone Number	E-mail Address	Major

Only courses repeated at CSUMB may be used to adjust the GPA, and no adjustments will be made once a student has been awarded a degree. Limits apply to individual course and overall units that can be repeated. Enrollment in repeated coursework beyond these limits requires approval.

Part 2: Course Repeat Request (select one)

An undergraduate student may only repeat a course in which a grade of C- or lower was assigned. One repeat per course is permitted with no approval.

- Repeat a course more than once:** A student may request to repeat a course more than once if the student fails to achieve a passing grade in the second attempt. The request must be approved by the student's advisor and the department chair of the program offering the course. Any units and grade points earned will be averaged with all other grades earned for the course.

- Repeat a course more than twice (three total attempts):** A student with extenuating circumstances may petition to repeat a course more than two times if the student fails to achieve a passing grade in the third attempt. The request must be approved by the student's advisor, the department chair of the program offering the course, and the Dean of University College. Any units and grade points earned will be averaged with all other grades earned for the course.

- Repeat a course successfully completed (achieved a C or better):** A student with extenuating circumstances may petition to repeat a course they have already successfully completed if the student finds it necessary to register for the course again. The request must be approved by the student's advisor, the department chair of the program offering the course, and the Dean of University College. Any units and grade points earned through the additional repeat will not count toward the degree or GPA calculation.

- Not applicable:** I do not have a course repeat request. I am only requesting a repeat limit exception.

Course Information (Required)

List previous course attempt(s) and grade(s)

Class Number (CRN)	Course (Subject and Catalog Number)	Term	Units	Grade

List planned course attempt (the course in which you plan to enroll)

Class Number (CRN)	Course (Subject and Catalog Number)	Term	Units

ADVISOR USE ONLY –all course repeat requests				
Advisor Signature:	Date	Approve	Deny	
DEPARTMENT USE ONLY –all course repeat requests; review by chair of program offering course				
Chair Signature:	Date	Approve	Deny	
UC USE ONLY –course repeat requests for more than twice & successfully completed; review by UC Dean				
Dean Signature:	Date	Approve	Deny	N/A

Part 3: Repeat Limit Request (select one)

No more than 28 semester units may be repeated during the undergraduate degree program, 16 for grade forgiveness and 12 for grade averaging. These limits apply to all courses taken at CSUMB.

- Exceed repeat limits:** A student with extenuating circumstances may petition to exceed their repeat limits. The request must be approved by the student's advisor and the Dean of University College. If approved to exceed limits, only grade averaging and overall repeat limits will be increased.
- Not applicable:** I do NOT have a repeat limit request. I am only requesting a course repeat exception.

Repeat Limit Information (Required unless choice above is not applicable)

Units used and units available for repeats can be verified in OASIS Student Center. In the Academics section, use the drop down menu to select Withdrawal/Repeats and click GO. The Repeats tab includes summary listing units used and available for each repeat type.

Repeat type	Repeat limit	Units used	Units available	Additional repeat units requested
Total repeats	28			

ADVISOR USE ONLY –all repeat limit requests				
Advisor Signature:	Date	Approve	Deny	
UC USE ONLY –all repeat limit requests; review by UC Dean				
Dean Signature:	Date	Approve	Deny	N/A
Additional repeat units approved:	Notes:			

Office Use Only – Review instructions	
<p>Repeat a course more than once: reviewed by the academic advisor and the chair of the program offering the course; submitted to the Office of the Registrar for processing, if approved.</p> <p>Repeat a course more than twice/successfully completed: reviewed by the academic advisor, the chair of the program offering the course, and the Dean of University College; submitted to the Office of the Registrar for processing, if approved.</p> <p>Repeat limit request: reviewed the academic advisor and the Dean of University College; submitted to the Office of the Registrar for processing, if approved.</p>	
REGISTRAR'S OFFICE USE ONLY	
OASIS update processed:	Student notified: