



PETITION FOR EXCEPTION: UNDERGRADUATE COURSE REPEAT POLICY

An exception to the University Repeat Policy for Undergraduate Students may be considered for the following reasons: 1) a grade higher than a "C" is required for completion of major requirements, 2) repeating a grade of "C" or higher is required for currency within your major, 3) a fourth or subsequent attempt is necessary for completion of major requirements, and/or 4) the 28 unit limit has been reached.

Check the appropriate box below:

- Previous attempts of course were prior to Fall 2010.
A grade higher than a "C" is required for completion of major requirements.
Repetition of a course with a "C" or higher grade is necessary for currency within the major.
Repetition of a course more than three times (e.g. a fourth attempt of a course).
Repetition of a course in excess of 28-unit limit. Total units to be repeated

IMPORTANT: This petition may not be used if the student is undeclared or pre-major. Repetition of a "C" or higher grade is not allowed for grade point average improvement for admission to an impacted major or graduate program.

Attention financial aid recipients: New federal regulations may not allow reimbursement for repeating a course. Check with the Financial Aid Office to determine if you are eligible to receive financial aid for repeating this course.

Form with fields for Last Name, First Name, M.I., Student ID #, Street Address, Apt #, Telephone Number, City, State, Zip, Major, Saclink Email, and Expected Graduation Date.

INSTRUCTIONS

- 1. Submit a typed statement to your major advisor and the Department Chair of your major department. You must meet with your major advisor to carefully develop and review your statement. Your statement must include the following:
- An explanation of why repeating the course is necessary in order to complete major/program requirements,
- An explanation of why you were unsuccessful in earlier course attempts, and why you will be successful if you are able to attempt the course again, and
- A plan for your academic success.

2. For the course you are petitioning to repeat, list all previous course attempts and grades in chronological order below.

Course No.	Course Title	Term	Units	Grade

3. Sign below and submit all documents to your major advisor and department chair for a recommendation or decision.

Student Signature _____ **Date** _____

University Recommendation				
_____	_____	_____	_____	<input type="checkbox"/> Approve <input type="checkbox"/> Deny
Major Advisor Signature	Advisor's Name (printed)	Department	Date	
_____	_____	_____	_____	<input type="checkbox"/> Approve <input type="checkbox"/> Deny
(Major) Department Chair Signature	(Major) Department Chair's Name (printed)	Department	Date	

STUDENT: To complete this petition, the following documents need to be submitted to the Student Service Center (Lassen Hall first floor) or emailed to registrar@csus.edu. If your petition is missing any of these supporting documents, or any of the required signatures, your petition will not be considered.

- Typed statement (instructions listed under #1)
- Copy of unofficial transcript
- Completed petition with all (student, major advisor, department chair) signatures

NOTE:

- Approval of the Petition does **not** guarantee a seat in the class.
- Petition is valid for only the semester being requested.
- Student, Department Chair and Advisor will be notified within 48 hours via Sac Link email after the petition has been processed.

Registrar's Office Use Only		
Records Updated	_____	_____
	Initials	Date