

Course Repeat Policy

Effective August 1, 2006

Undergraduate students may repeat a maximum of 24 units of courses taken at SSU. This maximum does not apply to courses that can be taken repeatedly for credit, such as certain P.E. and music courses (e.g. Kinesiology 101 or Music 325). Courses repeatable for credit are so indicated in the course catalog.

Up to the maximum of 24 units:

1. Students may, with permission of the department offering the course, repeat an SSU course. Courses must be repeated in the same grade mode (grade or credit/no credit) in which they were originally taken. Courses may also be repeated at another college campus as long as the department offering the course at SSU agrees, in advance and in writing (see "Course Repeat" form), that the course is an exact replacement for the relevant SSU course or a substantially equivalent course.
2. Students must file a "Course Repeat" form each time a course is repeated, no later than the Add/Drop deadline for the semester in which the course is repeated. Failure to file a course repeat form on time may affect the student's academic standing at the end of the semester. Please note that some departments limit the number of times a specific course may be repeated. See the course catalog for details.
3. A student may repeat a course to replace the grade ONLY if the first attempt resulted in a grade of C-, D+, D, D-, F, WU, NC, or IC. In this case, only the grade (even if it is lower) and units earned in the second attempt will be used in the SSU calculation of grade point average. The grade earned in the first attempt will be replaced on the student's transcript by the symbol "RPT." A student may repeat a given course to replace the grade only once, even if the second attempt results in a grade of C- or lower.
4. A student may also repeat a course *without* replacing the grade if the first attempt resulted in a grade of C, Credit, or better OR if a student chooses to retake a course in which the student has already replaced a grade. In this case, all grades for the course (excluding RPT) will be calculated in the Sonoma State grade point average. However, units from a repeated course will only count once toward graduation. (Thus a 3 unit course repeated once will only contribute 3 units, not 6 units, toward graduation.)
5. In any course or program where enrollment demand exceeds the resources to offer sufficient openings or sections to meet that demand, the academic unit may give enrollment priority to students taking the course for the first time.
6. The course repeat policy is for undergraduate students only.



ADMISSIONS AND RECORDS

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REPEAT OF COURSE

With **prior consent** of the department in which the course is given, a student may repeat a course taken at Sonoma State University **once** in order to improve grade. In recalculating the GPA, the University will count only the second grade. Grades from any additional attempts to better a grade in the same course will be included in calculating the GPA. Unit credit for the course will be granted one time only, except for those courses that may be taken for credit more than once as identified in the SSU catalog. In order for the University to recalculate a student's GPA with a new grade, students must file a Repeat of Course Form with the Office of Admissions and Records by the end of the add/drop period in the semester in which the course is being repeated.

Name (print): _____ Date: _____

SSU ID: _____

Address: _____

City/State/Zip: _____

Daytime Phone: (_____) _____

E-Mail Address: _____

To substitute a different course rather than retaking the exact same course, the student must have written approval from the department Chair **prior to enrollment** in the course.

Course Number _____ Title: _____

Semester Taken (first attempt) _____ Grade Received _____

Semester of Repeat _____

*If repeating a course at a school **other** than SSU, list the school name with the course title and number below. Student must submit an **official transcript** from the other school showing the final grade for the class along with the Course Repeat Form.

<i>School Name</i>	<i>Location</i>	<i>Course Number and Title</i>

SSU Dept. Chair Signature: _____ Date: _____

Student Signature: _____ Date: _____

For A&R office use only:
Posted by: _____

Date: _____